



RICHMOND COMMUNITY
LEARNING CENTRE
Spaces for Everyone



Phone: 03 9428 9901
Email: admin@rclc.org.au
Website: www.rclc.org.au
Address: 15 Barnet Way, Richmond 3121

ABN 59 709 547 292 REG A0021655S PROVIDER 0668

Terms and Conditions for hire of all RCLC venues:

Burnley Backyard, Studio 1 and The Stables

Introduction

Thank you for choosing to hire an RCLC venue. The success of Richmond Community Learning Centre (RCLC) venue hire depends on hirers meeting the Terms and Conditions of Hire. This ensures all hirers, facilitators and guests have a safe and enjoyable experience. Please read the Terms and Conditions carefully, as on completion of the Venue Hire Application form, you will need to agree to comply with all Terms and Conditions.

Covid health requirements and record keeping

The hirer will provide a Digital Certificate proof of full vaccination to RCLC at the beginning of the booking process.

The hirer will need to assign a Covid Check in Marshal who is responsible for sighting all guests/participants proof of Full Vaccination certificate or Medical Exemption certificate before accessing the site. The Marshal is also responsible for ensuring all attendees must check in using Government provided QR codes. There are QR codes unique to each room.

Payment for hire of Facilities

Casual Booking (e.g. party hire, conference etc.) Once the booking application has been approved, an invoice will be generated and emailed to the hirer. Method of payment is in the invoice and booking is not confirmed until full payment has been made.

Recurring/permanent bookings are generated quarterly and must be paid prior to the commencement of each quarter. Hirers will be required to provide us with a copy of their Public Liability Certificate of Currency prior to approval of the booking. If the activity that the hirer is running involves children, a copy of the facilitator(s) Working with Children Check will be required with the application.

Bond

A standard bond payment of \$100 is required for each booking. The bond amount payable may be increased at the discretion of RCLC. The bond will be refunded within 14 days from completion of the hire, provided the hirer has complied with all aspects of the Terms and Conditions.

The bond may be retained by RCLC to cover the costs of the following

- Damage to the building or equipment
- Loss of or no return of keys
- Additional cleaning of the facility including sorting of rubbish not deposited in correct bins
- Access to the facility outside of the booking period
- Any other cost incurred due to a breach of hire conditions



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- Unnecessary call-out of RCLC staff
- Failure to follow Covid protocols

Should the costs incurred by RCLC exceed the bond amount, the hirer shall be invoiced for all additional costs. If a subsequent hire is unable to proceed due to a hirer's breach of Terms and Conditions, the hirer will be liable for RCLC's loss of income

Cancellations

Casual Booking Cancellation - Hirers are entitled to a full refund, including bond, if written notice of a cancellation is provided 30 days prior to booking date. If less than 30 days written notice is given, hirers will forfeit the hire cost but bond will be fully refunded.

Recurring/Permanent Booking Cancellation - RCLC require 4 weeks written notice of termination of permanent bookings. Any hires paid for after the 4-week notice period will be fully refunded. If a one-off cancellation is required over the booking period, 14 days written notice is required. Cancellations with less than 14 days' notice will be charged the full rental fee.

RCLC may cancel a booking at any time at its sole discretion without recourse by the Hirer. If this is required RCLC will fully refund the hire charge and bond paid.

Keys and access details

Access details will be emailed to you one week prior to your hire. You are welcome to arrange a time to visit the centre to confirm your understanding of these details.

Please print and read instructions carefully and take them with you on the day of the hire as no RCLC staff available on the day of your hire. These details are the responsibility of the hirer only - not other guests/staff

Access details are the responsibility of the Hirer and are not to be shared or passed on to other parties. At the end of the hire please ensure all doors, windows, air conditioners and gates are locked, alarm systems have been turned on and all keys used have been returned to their key box. Failure to do so may result in bond loss.

You may only access the facility during the period of your hire. If access is required outside this period you must request permission from RCLC's Bookings Officer.

Use of the facilities

Permitted use – the hirer must only use the facilities for the use specified on the application form and not for any other purpose. Only those areas specified on the application form can be used by the Hirer. Guest numbers cannot exceed the maximum number specified in the application form.

Burnley Backyard: Hirers should note that The Richmond Community Gardening Group (RCGG) have access to the bathrooms and sink located in the Outdoor Area. These are the only facilities they can access and gates to the RCGG rental plot area should be kept closed at all times.



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The chicken coop is to remain closed; the members of the Chicken Crew have sole access to this area.

If the entire site has not been booked, the other room on the site may be booked at the same time as your hire. This is very rare and anyone hiring the Studio room doesn't have access to the outdoor area which comes with the hire of the Flexi room.

Responsibilities of the Hirer

The hirer must be over the age of 18 years and is responsible for the conduct and safety of their guests/patrons/students whilst attending an RCLC venue. They must ensure access to the venue is restricted to only invited guests during the period of their hire.

Hirers must remain on the premises for the entire period of their hire, whilst guests, clients, participants etc are on site.

Hirers must leave the premises in a clean state, ensure that all doors and windows are locked, split systems are turn off, alarms switched on and keys returned to key safes upon leaving the facility.

Hirers are not permitted to sub-let the Centre to other groups or individual

Cleaning

It is the responsibility of the Hirer to leave the venue in a clean and tidy condition

Please place recyclables, glass and rubbish in the appropriate bins. Incorrect use of the bins can incur a loss of bond, please see signage regarding correct use of bins.

- Tables, chairs and kitchen items are all to be returned to their original position prior to leaving.
- All decorations and rubbish must be removed before cleaners access the site.
- Any spillages or significant rubbish on the floor or furniture must be cleaned prior to leaving.

Social gatherings at Burnley Backyard

- Hirers are required to cover the cost of professional Covid safe cleaning after their hire.
- The cost of the Covid safe clean is \$55 for Flexi and outdoor, \$77 for Flexi, Studio and outdoor, this will be added to the hire cost.

All other hires

- Added cleaning costs may be incurred for some bookings will depending on the length of the booking and amenities used and are at the discretion of RCLC.

Food and Alcohol

Hirers can provide their guests with food and alcohol. The sale of food and alcohol is prohibited unless a permit has been obtained through the Liquor Licensing Commission and is provided with booking application



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Additional items and third parties on site

Any additional items you plan to bring on site (other than small items) must be included on your hire application form for approval. If any third parties are attending the event, e.g. caterers, entertainers, please provide a copy of their public liability/certificate of currency must be provided. Delivery of goods must be in your hire time.

Noise

The provision of amplified music must be at background noise levels only. Speakers external to a building must not be erected or used. It is the responsibility of the Hirer to ensure that participants leave the venue in a quiet and respectful manner.

Signs, notices and decorations

Sticky tape and masking tape are not used under any circumstances. Any notices or posters to be displayed during the hire must be approved by RCLC. Confetti and glitter are prohibited. Nails or hooks are not to be put in or on any walls or fixtures.

Smoking

Smoking is not permitted within any RCLC venues and the immediate surrounding areas.

Parking

Please note that local council parking restrictions are in place at all RCLC venues. Please ensure guest observe these restrictions and do not park over or in resident's driveways.

Safety

Safety Evacuation Procedures are displayed in all areas. Emergency exits are marked with an illuminated exit sign and must be kept clear. Fire extinguishers are supplied in each area-these are not to be removed under any circumstances except for an emergency.

Insurance

The Centre's Public Liability Insurance Policy covers the property itself. Any negligent behaviour breaching the Terms and Conditions by the hirer negates this cover. The Centre is not responsible for any theft, loss, damage, or injury suffered by the hirer, any guest of the hirer or any person coming onto the premises during the period of the hire. The hirer is welcome to take out their own insurance for their event.

Theft or Loss

RCLC and its employees are not liable for any loss or damage sustained by the Hirer or any persons, firm or corporation involved in or attending an event. The Hirer agrees to indemnify RCLC against any claims for compensation in relation to the hire of the venue. It is the responsibility of the Hirer to ensure the safety of guests and their belongings.