



# THE JUNCTION COMMUNITY CENTRE INC

2A May Tce., Ottoway, SA 5013

(Revised July 2023)

## Conditions of Hire - Hall Hire Contract

*This section Pages 1 & 2) to be completed and handed back to The Junction Community Centre*

### HIRER'S DETAILS

Name (Please PRINT): Email:	Mobile phone no:
Address:	Driver's license no:
Signature of Hirer:	Date:
Alternate Contact Person Name: Email	Mobile phone no:

### HIRE INFORMATION

Today's date:	
Date(s) of hire:	Time of Hire:
Room(s) to be hired:	Type of function:
Rate of hire:	Casual or regular hire:
Number of participants:	

### PAYMENTS

Amount/date hire fee paid:
Amount/date bond paid:
Signature of JCC representative:
Amount/date bond returned:
Signature of JCC representative AND hirer:

### KEYS/ALARM CODE – issued 2 days prior to hire date

Alarm code/date issued:
List of keys issued/date:
Signature of hirer:
List of keys returned/date:
Signature of JCC representative AND hirer:

### BANK DETAILS FOR REFUNDS

I authorize The Junction Community Centre Inc to refund bond to the bank account provided below

Name of bank:

Account name:

BSB:

Account number:

Email address (to receive our online receipt of payment):

Signed: \_\_\_\_\_



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## Comments

### DECLARATION

*I have read, understood and agree to comply with The Junction Community Centre's Conditions of Hire - Hire Contract including the following:*

- 1. The bond is fully refundable so long as all obligations as per this contract have been fulfilled (including Covid regulations), the Centre Management are satisfied there is no damage or theft, all furniture has been returned to its correct place, the centre has been left clean and tidy and all rubbish removed.*
- 2. The hirer is liable for any damage to the premises or equipment caused by the hirer or any guest during that hire period. Any cost for repairs, additional cleaning or any expenditure incurred by the centre will be charged to the hirer.*
- 3. Whilst hiring the Centre's premises, the hirer owes a general duty of care to persons who come into the hired area. Persons who are injured or have property damage due to the hirer's negligence can sue the hirer. As a separate legal entity from the owners of the premises the hirer cannot rely on the Centre's insurance for protection.*
- 4. INDOOR BOUNCY CASTLES – All hirers must have adequate Insurance. Evidence of Insurance documents must be received by The Junction Community Centre Inc prior to your hire date*
- 5. The Management Committee retains the right to visit the centre at any time and will ask users to leave the premises if any of the conditions are not being met or where users are creating a nuisance.*

**SIGNED:**..... **DATE:**.....



# THE JUNCTION COMMUNITY CENTRE INC

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## **THIS SECTION TO BE RETAINED BY HIRER (Pages 3 – 5)**

*The Junction Community Centre Inc is located just 12kms from the CBD and 3kms from the Port. The centre was originally a church and boasts beautiful features including high ceilings, exposed wooden beams, pine floorboards & stained-glass windows. The centre is located on a major arterial route, within walking distance to a 24hr convenience store and other shops.*

Hire of the hall and/or rooms in The Junction Community Centre Inc are subject to agreement of the following Terms and Conditions...

1. Bookings must be confirmed at least 2 weeks before the proposed hire date. No Keys or alarm codes will be issued until all monies paid and Hire Contract completed in full and returned. Only cash payments or bank transfers will be accepted (no cheques). Proof of ID (with a photograph) and of online payments will be required. Refunds will be returned as a bank transfer only (receipt provided on request). NO refunds will be re-issued.
2. If a booking is cancelled within 1 week of the proposed hire date, a cancellation fee of \$75 will be deducted before the hire fee/bond is returned.
3. Facilities include:
  - Creche – including children’s play area.
  - Hall – microphone, speaker system, 14 trestle tables, 140 chairs, Disco ball and lights
  - Training Room – data projector and screen (hirers to BYO laptop and cables to ensure compatibility), desktops, whiteboard, trestles/chairs
  - Club Lounge – whiteboard, chairs.
  - Outreach Room – desktop, printer-office, workspace.
  - Kitchen – oven/stove, urn, microwave, workspace (excludes cookware, crockery, cutlery and BBQ).
  - Indoor Dining Area.

PLEASE NOTE: All hirers can access the kitchen/facilities, Indoor Dining area, rear courtyard; in addition to the Cleaning Room and Disabled Toilet (including nappy change area).

**Hiring rooms in the centre does not guarantee exclusive use of the building. This is a community centre and multiple community groups may use the centre simultaneously.**

4. Hire rates depend on the day/times and rooms hired.

### ***\$400.00 REFUNDABLE BOND REQUIRED FOR ALL ROOM HIRES (- CONDITIONS APPLY)***

<b>MONDAY - FRIDAY (daytime - before 6pm)</b>	<b>SATURDAY/SUNDAY (daytime - before 6pm)</b>
Hall \$25/hr. plus \$400 refundable bond (conditions apply)	Hall \$30/hr plus \$400 refundable bond (conditions apply)
Training Room \$25/hr (min 2hrs) plus \$400 refundable bond (conditions apply)	Training Room \$30/hr plus \$400 refundable bond (conditions apply)
Club Lounge \$20/hr although may not be available during private hall functions plus \$400 refundable bond (conditions apply)	Club Lounge \$20/hr although may not be available during private hall functions plus \$400 refundable bond (conditions apply)
Outreach Room \$50 (up to 4 hrs.); \$75 (up to 8 hrs.) plus \$400 refundable bond (conditions apply)	N/A
Creche \$25/hr including children’s play area (min 2hrs) plus \$400 refundable bond (conditions apply)	Creche \$25/hr. including children’s play area (min 2hrs) plus \$400 refundable bond (conditions apply)
<b>MONDAY - THURSDAY (evening: 6pm-12pm)</b>	<b>FRIDAY/SATURDAY/SUNDAY (weekend /evening: 6pm-12pm)</b>
Daytime hourly rates apply for 1-2hr classes/meetings; weekend evening rate applies for functions from 6-12pm.	Hall \$275 plus \$400 refundable bond (conditions apply). Daytime hourly rates apply for 1-2hr classes/meetings; weekend evening rate applies for functions from 6-12pm.



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5. Any additional time required for set up and pack up will incur the hourly rate in addition to your original hire fee.
6. Keys and alarm code for the centre/rooms required will be issued 2 days prior to your event; and must be returned within 2 days after your event. If a key(s) is lost, a flat fee of \$50 will be charged for replacement. A temporary alarm code will be issued specifically to one person only (hirer). These are not to be handed onto a second party unless The Junction Community Centre is notified and an induction completed by said party. No entry allowed outside of your booked hire times.

Please be sure to enter the code to disarm the premises immediately upon entry and to arm it immediately before departing. The alarm code is not to be shared. It is only to be used by the people listed on the Hall Hire contract. Should the alarm be triggered, the siren will be activated and the organisation notified.

7. For security reasons, you are required to keep the **FRONT DOOR LOCKED AT ALL TIMES** during your hire. Any latecomers can press the doorbell allowing you to screen who's permitted. During your hire, it is a PRIVATE FUNCTION so NO ENTRY is allowed for people not involved in your activity. Alarms and Cameras are monitored.

8. All bookings are subject to the SA Government's Covid regulations and may include:

- Social distancing
- Face masks
- Hand sanitizing
- Sign in Sheets
- Reduced number of attendees
- Late notice cancellation of activity/event

9. Hirers must adhere to the **maximum number of people** allowed/room for fire/evacuation safety purposes:  
**Hall - 132 people      Training Room - 45 people      Club Lounge - 30 people**

10. Any breach in contract and/or Covid regulations will result in loss of bond and/or shutting down the event.

11. Smoking is only allowed outside (please use rear courtyard).

12. Alcohol is permitted but it will be the hirer's responsibility to acquire a Liquor License should there be any charges attached to the event (i.e.: entry fees, food/drink charges). It is the hirer's responsibility to properly manage and supervise their guests' behaviour.

13. You are responsible for your own rubbish. **Please provide your own rubbish bags and take your rubbish with you when you leave.** Nothing is to be left at the centre nor placed in the Centre's bins (whether indoors or outdoors). Failure to comply will incur a \$50 deduction from your bond.

14. Food handling safety principles to be followed at all times during your function. For full details please follow the link below:-

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions>

15. All furniture is to be wiped down with the anti-bacterial wipes located on the Sign In desk in front foyer and returned to its original position (see photos on hall walls).

16. Floors are to be swept or mopped as required and decorations removed.



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17. All appliances, music/sound system (All noise decibels **MUST** be kept at maximum 100 dB or under), heating/cooling and lights must be turned off prior to leaving; in addition to closing of windows, roller blinds and the locking of external doors.  
\*PLEASE NOTE: one light in the kitchen and another in the Indoor Dining Area can NOT be switched off as they are emergency lights.
18. Help SA Water protect the environment:
  - a) DON'T dispose of used cooking oils, fats or boiling water down the drain
  - b) DON'T use the sink as a garbage bin
  - c) Please use eco-friendly disposable ware
19. First Aid Kits are located in the kitchen (above the microwave), Indoor Dining Area, creche and reception.
20. Fire Extinguishers are located in the hall, front foyer, kitchen and creche.
21. A Fire Blanket is located in the kitchen (alongside the fire extinguisher).
22. There are 2 Emergency Exits -- the front door (even when locked from the outside it can still be pushed open from the inside) and the rear door leading off the Club Lounge. It is the hirer's responsibility to ensure that nothing is obstructing passage to the emergency exits.  
\*PLEASE NOTE: the rear courtyard is NOT an emergency exit.
23. The Emergency Evacuation Point is at the northern gate of the carpark (on Ivy Street, near the chicken coop).
24. Should you need to contact us during your hire period, please call Rose on 0403-968-247/ Jill on 0423 686 400.
25. The Junction is in a residential area so all events must cease at midnight.
26. The Centre Management reserves the right to refuse hire of their premises.
27. Bank details - Banking Information Details  
The Junction Community Centre Inc.  
Bendigo Bank  
BSB: 633 000  
Account Number: 181262213

***We thank you for your co-operation,  
Management.***