

VENUE HIRE POLICY

Identification box

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RESPONSIBLE PERSON	Committee of Management	SCHEDULED REVIEW DATE	June 2024

Purpose

This document defines the hire and use of Port Phillip EcoCentre facilities and equipment at the Cora Graves Community Centre.

Introduction and scope

The EcoCentre is a leading community-managed organisation with a team of scientists, educators and volunteers who design and implement innovative environmental programs. We connect and inspire people to care for land, water, wildlife and wellbeing. From our community hub and across landscapes, classrooms, and online spaces, we bring together people of all ages and backgrounds to spark solutions and inspire environmental leadership.

The Port Phillip EcoCentre venue in St Kilda has a number of spaces available for bookings and meetings by our Affiliate groups, community groups, commercial and private users. These spaces include:

- Meeting Room
- Hall, kitchen and outdoor communal area
- Entire Venue (excluding offices and storage)

This policy relates only to the EcoCentre lease area. Events cannot spill over into the Botanical Gardens or streets without a permit from Port Phillip City Council.

This policy sets out

- priority order for types of venue usage
- the hiring fee structure
- the requirements and responsibilities of the people or group using the EcoCentre venue

Definitions

Affiliate Group - Fee-paying member organisation of the EcoCentre, being a not-for-profit group that has a statement of purpose that is aligned with the EcoCentre's constitutional Statement of Purpose. For further information: ecocentre.com/affiliatemembership/

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Discounted User - Eligible users are City of Port Phillip-based community groups, or bookings to conduct activities aligned to the EcoCentre Strategic Plan.

General User - All other users including private groups, individuals booking Zero Waste Birthday Parties, businesses, health care services, educational institutions and government agencies.

Entire Venue - The entire venue for hire includes the main hall, a large meeting room, commercial kitchen and exterior back deck areas. It does not include the EcoCentre office spaces which are locked when out of hours.

Policy

1. Priority Use

The EcoCentre is a hub for activities that help care for land, water, wildlife and wellbeing.

The order of venue hiring priority is (starting from first priority):

- EcoCentre-run programs booked in the internal staff calendars
- Usage by EcoCentre Affiliates (member organisations) as entitled via their membership benefits
- Community groups seeking regular use of the venue
- Community, private or commercial groups seeking casual use of the venue.

This priority system applies when multiple enquiries are received simultaneously for the same date. All confirmed bookings have highest priority.

2. Ineligible uses

The EcoCentre may not be booked:

- for activities or groups with a purpose that causes harm to the environment or people
- for political campaign events during election periods
- for activities not permitted in City of Port Phillip Community Facilities.

3. Venue hire fees

Each EcoCentre space will be hired at three tiered fees:

- EcoCentre Affiliates
- Discounted Users, including Port Phillip-based community groups and bookings for activities aligned to the EcoCentre Strategic Plan
- General Users

Hire Fees are set out in the Venue Hire Procedures.

Hire fees may be adjusted periodically by EcoCentre management.

A fee waiver request, or a substantial discount, may be considered for small, unfunded community groups, but this is at the discretion of the EcoCentre and based on availability. Bookings by individuals, such as Zero Waste Birthday Parties, are not eligible for a fee waiver.

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4. Requirements and Responsibilities for Venue Hirers (Booking Conditions)

COVID SAFETY

Due to the pandemic COVID-19 virus, venue use is subject to Department of Health and Human Services COVIDSafe protocols for community facilities. Further information regarding current public health protocols can be found online:

<https://www.coronavirus.vic.gov.au/>

All hirers must nominate a COVID Marshal. Responsibilities of the Marshal will be advised by EcoCentre staff at the time of booking, based on public health guidance.

CHILD SAFETY

Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk whilst on the premises and upon entering or leaving the building or grounds.

Hirers who are conducting activities for children are bound by the Victorian Child Safe Standards. All children have the right to feel and be safe. Service providers for children are required to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to properly. Further information regarding your obligations can be found online:

<https://www.dhhs.vic.gov.au/publications/child-safe-standards>

ECOCENTRE'S ZERO WASTE GUIDELINES

All users must agree to commit to the EcoCentre's Zero Waste Guidelines as a condition of venue hire. A copy of this will be provided upon booking. Non-compliance with the guidelines may result in forfeiture of the bond or part thereof. The organiser of the event is responsible to ensure compliance of any external stall-holders involved in their event.

<https://www.ecocentre.com/wp-content/uploads/2021/07/Zero-Waste-Guidelines.pdf>

BOND

Affiliates do not have to pay a security bond for meeting room hire. The security bond for an Affiliate group hiring the entire venue is \$200.

All other venue hirers are required to pay a security bond of \$50 for meeting room hire and \$500 for hire of the entire venue on confirmation of booking. Bookings will only be confirmed when deposit has been received.

The bond can be paid at the time of booking via cash or credit card/EFTPOS. Subject to satisfactory condition of the premises, the bond will be returned to the user after inspection.

The hirer will be responsible for any expense in connection with repairs, security, improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking. Costs will be deducted from the bond, and additional charges may apply.

OH&S

The venue user is responsible for delivering activities that minimise the risks of personal injury or damage to the EcoCentre's equipment, fittings and facilities.

No items shall be placed in front of or obstruct clear access to the fire exits, fire safety equipment or First Aid Station.

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The hirer shall abide by all signed guidelines and report any hazards, incidents, accidents and other safety risks to EcoCentre staff immediately or within 24 hours of occurrence.

DAMAGES

Any damage to or malfunction of the property, its facilities and equipment must be reported immediately or within 24 hours.

The hirer will be responsible for any expense in connection with repairs, security, improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking.

NO SMOKING

The EcoCentre premises (including building and gardens) is a non-smoking venue. This includes cigarettes and electronic cigarettes (vapes). If smoking outside of the EcoCentre premises, please dispose of cigarette butts appropriately.

ALCOHOL

The EcoCentre does not hold a Liquor Licence. Selling alcohol on the premises is not allowed. The hirer must ensure that no person under the age of 18 years shall be served with alcohol or allowed to consume alcohol.

INSURANCE

Please be advised that venue hire excludes insurance for the hirer's activities, hirer's volunteers and professional indemnity. We advise users to make sure they have a suitable insurance cover for the activities they want to run at the EcoCentre.

STORAGE

Storage is not available to venue hirers. All items brought onto the premises by the hirer must be removed each time after using the EcoCentre. We recommend appropriate security and indemnity measures be taken in respect to any loss or damage relating to any items of value brought into the EcoCentre facilities.

VENUE HIRE AGREEMENT

A completed Venue Hire Agreement must be received by the EcoCentre to enable confirmation of the booking. The EcoCentre reserves the right to refuse any potential user at any time.

Associated Documents

- Venue Hire Procedure
- Venue Hire Agreement
- EcoCentre User Responsibilities
- [Zero Waste Guidelines](#)

Responsibilities

- **Committee of Management** is responsible for ensuring that the policy adequately covers any relevant legal responsibilities, is up to date, consistent and relevant
- **Executive Officer** is responsible for ensuring that the policy and procedures are implemented in line with these documents and for initiating regular review of the

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policy and procedures.

- **Operations and Community Action Manager** is responsible for completing periodic review of the procedures to maintain their relevance and effectiveness, and to implement changes required for COVID Safety.
- **Community Engagement Coordinator** and **Reception Volunteers** are responsible to communicate the policy and procedures to prospective venue hirers.

Authorisation

Pam O'Neil
President
June 2022