



Hobsons Bay Community Arts Centre Inc.
PO Box 57, Williamstown VIC 3016
thesubstation.newport@gmail.com
T: 03 9391 2736
www.thesubstation.org.au

CONDITIONS OF HIRE

1. Security Deposit

A security deposit of 50% of the total hire fee is payable when a booking is made (see attached fee payment schedule). If the security deposit is not received within fourteen (14) days from the date of the booking being made, the booking will be regarded as unconfirmed and may be cancelled by the Venue Manager without notice.

2. Hire Fees

Community hire rates and Commercial hire rates are available for all spaces for hire at The Substation. Community hire rates apply to non-profit organisations or individuals for which their event/activity provides some direct benefit to the community. The balance of the total hire fee is payable seven (7) days prior to the date of the booking (see attached fee payment schedule). Payment can be made by cheque (to "Hobsons Bay Community Arts Centre Inc.") or by electronic bank transfer (see Venue Manager for bank details).

3. Security Bond

In some instances, such as large events or parties, a security bond is payable seven (7) days prior to the booking date for any damage to the facility or equipment, or any extra cleaning. Provided there is no breach of the Conditions of Hire, there is no damage to the facility or equipment, and/or there is no extra cleaning required at the conclusion of the booking (of which the Venue Manager will be the sole judge), the bond will be fully refunded. The security bond amount will be determined by the Venue Manager.

4. Cancellation

The Substation requires a minimum of four (4) week's notice in writing, prior to the booking date, of the intention to cancel. The security deposit will be fully refunded should the hirer give this amount of notice. The security deposit will be forfeited by the hirer should they fail to give this amount of notice.

5. Insurance

The Substation is covered by its own public liability insurance, however this does not cover the liability of any other party. The hirer is responsible for taking out their own public liability insurance (minimum of 10 million) for the duration of the booking. A copy of the policy must be provided to the Venue Manager at least seven (7) days prior to the booking date.

6. Indemnity

The Hirer is liable for and indemnifies The Substation against all claims directly or indirectly arising from or incurred in connection with the hirer's use of the building, and damage to or loss of any property, or injury to or the death of any person occurring on the premises during the hire period.

7. Liquor

It is the responsibility of the hirer to obtain any necessary permit, licence or like approval as required by the Liquor Licensing Commission with respect to the supply, consumption or sale (subject to HBCAC's Executive Committee's approval) at The Substation.

8. Restricted Areas

The hirer is only entitled to use the particular area(s) of the venue hired and must vacate the area(s) at the specified time. The Substation reserves the right to let, license, hire or use any other portion of the centre for any other purpose at the same time.

9. Personal Property

The Substation will not be held responsible for loss of, or damage to, property left on the premises.

10. Flammables

The use of gas cylinders, flammable liquids, burners, naked flames, candles, fire crackers, smoke machines and the like is not permitted throughout the centre.

11. Operating Hours

Daytime use is between 9:00am - 5.00pm, evening use is between 5.00pm - 10:00pm, Monday - Sunday.

12. Other Hirers

The Substation is a community arts centre used by many different artists and groups. Please respect the privacy of other users and their work during your use of the space. Noise levels must be kept to a minimum, unless prior approval has been given by the Venue Manager. Children are to be supervised by their parent/guardian at all times.

13. Code of Conduct

In keeping with The Substation's Code of Ethics and Conduct policy, all hirers and participants of activities organized by the hirer are to conduct themselves in a professional manner at all times. The consumption of excessive amounts of alcohol or any other behaviour altering substances whilst on The Substation premises is strictly prohibited. Hirers deemed to be adversely affected by alcohol or any other behaviour altering substances during the course of their hire period, will be asked to leave the premises and a formal warning letter will be issued.

14. Equipment/Company Property

All hirers are responsible for packing up all equipment, including chairs and tables, and storing them where directed. The hired space is to be cleared of all personal effects, art supplies and art work. All hirers are required to protect The Substation's property at all times. Any rectification of any damages arising from the misuse or wilful damage of the space or equipment by the hirer will be the responsibility of the hirer. Nothing is to be hung/attached/stuck to interior and exterior walls without the prior approval of the Venue Manager or Caretaker.

15. Incident and Hazard Reporting

In order to maintain a safe working environment for all users of the centre, hirers are to report any incidents or hazards that have occurred in the space within 12 hours after the occurrence. Should the hirer or a participant of the activities organized by the hirer suffer an injury or illness during the period of hire, the hirer should report it to the Venue Manager and ensure it is recorded in the Injuries Register.

16. Working with Children

Hirers who are working with children during the course of their activities at The Substation must complete a *Working with Children* police check. Children under the age of 18 years must be accompanied by an adult.

17. Cleaning

All hirers are responsible for leaving the space in a clean and tidy condition. Should the space require extra cleaning, please advise the Venue Manager or the Caretaker.

18. Security

The Caretaker will be on site after hours (5pm - 10pm) and will secure the building once the last hirer leaves. Emergency contact details are listed below.

19. Smoking

Smoking is prohibited in the building.

GENERAL INFORMATION**First Aid Kit**

A first aid kit is available in the Venue Manager's office. For after hours access, the Caretaker will be able to assist you.

Parking

There is parking available in the public car parks north and south of the building, on Market Street and in the public car park off Derwent Street (behind the RSL).

Emergency and Evacuation Procedures

In the event of an emergency, The Substation will implement the Emergency Procedure Plan. At the sounding of the alarm the Venue Manager or Caretaker will safely evacuate all occupants of the building, directing people to the nearest exit and assembling them in the car park at the northern end of the building. Please take note of all exits in the building.

The Substation reserves the right to alter the hire fees and conditions from time to time.

I acknowledge having received and understood a copy of the conditions of hire, and undertake, on this application being accepted, to comply with such conditions.

Signed _____

Date _____

Please sign and return this Conditions of Hire Application and the Expression of Interest Form to Kate Steele, Venue Manager at:

E: thesubstation.newport@gmail.com

The Substation, PO Box 57, Williamstown VIC 3016

Emergency Contact Details

Darren Williams, President HBCAC Inc. (The Substation)	0415 369 874
Kate Steele, Venue Manager	0402 410 473
Paul Taig, Caretaker	0420 358 621