

Hills Hub

400A Belgrave-Gembrook Road, Emerald 3782.

PO Box 7 Pakenham 3810

Arts and Performance Space Information Booklet

Contact information

Cardinia Shire Council

PO Box 7

Pakenham VIC 3810

Customer Service: 1300 787 624

Email: mail@cardinia.vic.gov.au

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Hills Hub Overview

Location

The Hills Hub is located on the corner of Belgrave-Gembrook and Beaconsfield-Emerald Roads directly opposite the shops and next door to the Emerald Library. A bus stop is located outside the facility (Bus route 695/695F) and car parking is accessed from the roundabout at the junction of Belgrave-Gembrook and Emerald-Monbulk Roads.

Features

The Hills Hub consists of:

Ground Floor;

- Large entry foyer
- Reception area
- Community lounge area with tea station
- 3 Multipurpose rooms (that can be opened to create one large Hall space)
- Large kitchen (with direct door and servery access from Multi-purpose Room 3)

First Floor;

- 2 Training Rooms (that can be opened to create one large Training room)
- 1 Consulting Suite
- 1 Meeting Room
- 1 Arts/Performance Space (approx. 60 square metres)
- 1 Informal Meet Space
- Community lounge area with tea station

Furniture for Hall space includes folding tables to seat approx. 160 people

- 16 large round tables seating up to 10 = 160
- 15 rectangle tables seating up to 8 = 120
- 180 single chairs

The kitchen includes;

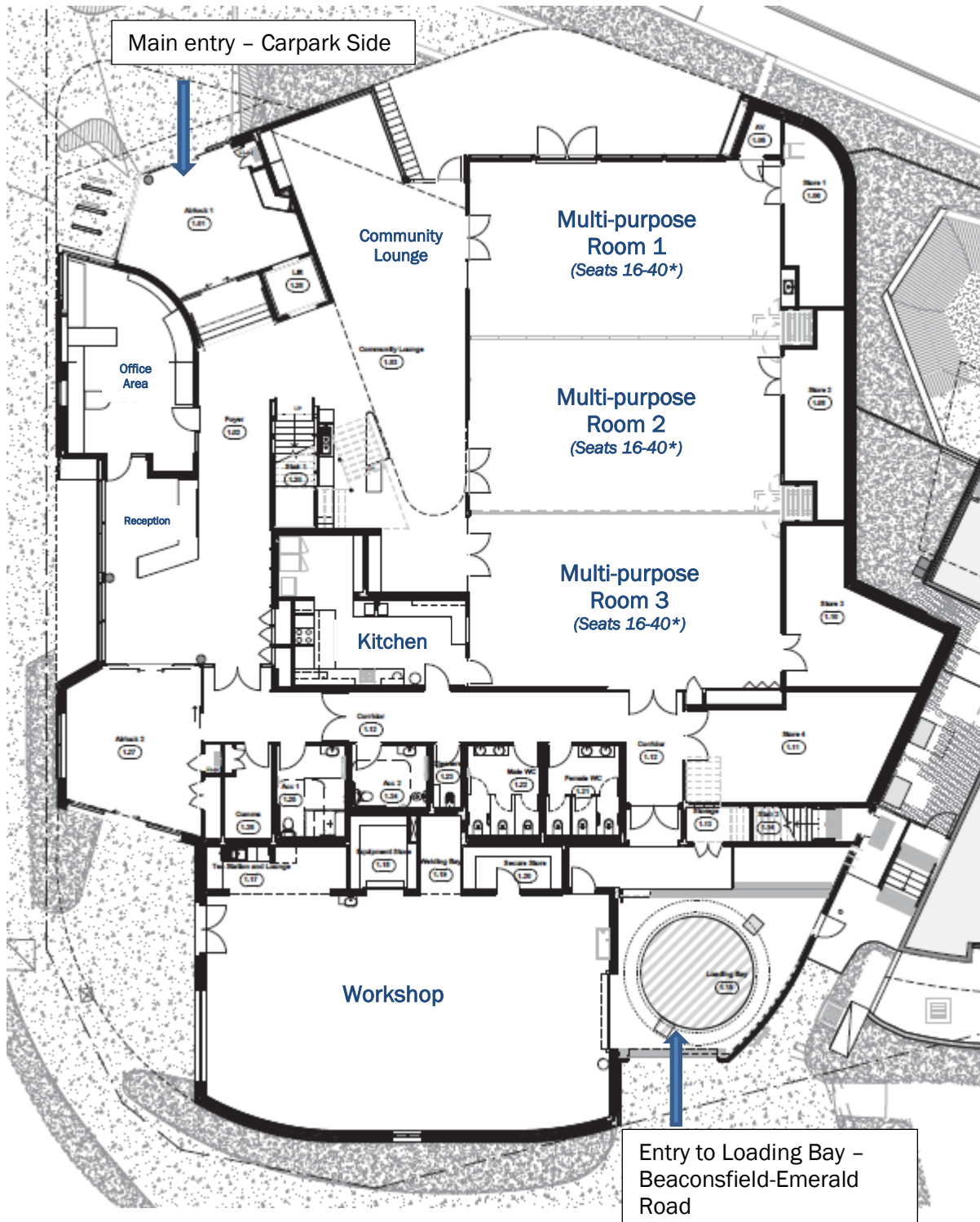
- 1 large oven with BBQ hotplate and 4 electric hobs
- 1 domestic oven with induction cooktop
- 3 urns
- Commercial dishwasher
- Crockery (Dinner Plate, Small Plate, Bowl), Cutlery, Coffee cups, saucers & water glasses for 200 people (Fees apply)

Please note, Hirer is responsible for providing all other required kitchen equipment e.g. pots, pans etc.

Loading Bay

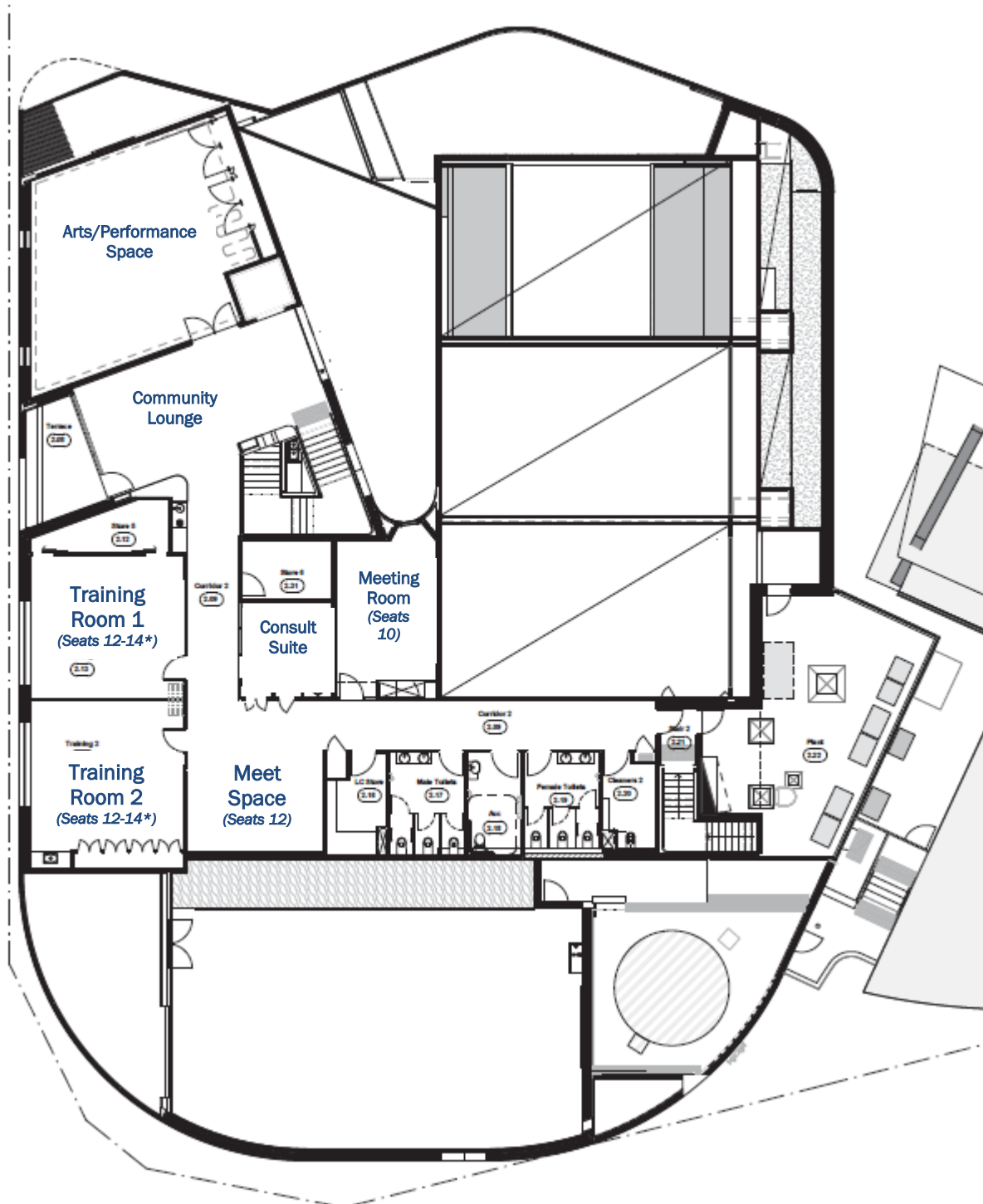
A loading zone, for a single vehicle up to 6.6m in length is located at the rear of the Hills Hub. It is accessed from Beaconsfield Emerald Road and utilises a turntable. The loading bay must be entered and exited in a forward direction i.e. no reversing onto Beaconsfield Emerald Road is permitted.

Hills Hub Ground Floor Plan



* Seating capacity of each room is approximate and depends upon table/chair configuration used and activity undertaken

Hills Hub First Floor Plan



* Seating capacity of each room is approximate and depends upon table/chair configuration used and activity undertaken

Hills Hub Arts & Performance Space

Overview

The Arts & Performance Space is a multi-functional room dedicated to supporting local artists and creative initiatives in the Hills. Located on Level One of the Hills Hub, it includes approximately 24m of hanging space.



General Information

The Hills Hub is managed by Cardinia Shire Council and is usually staffed during normal business hours only. All rooms have disabled access.

The Hills Hub does not have a purpose-built art gallery. However, a multi-purpose Arts and Performance Space, together with additional hanging space throughout the facility, is provided to exhibit art works, subject to suitability and availability.

Room hire fees apply whenever exclusive access or room usage is required. Exhibitions will only be open to visitors when the Hills Hub is open to the general public (usually 9am-5pm weekdays). If you would like people to attend an event (e.g. Exhibition Opening Night) or visit an exhibition outside of normal business hours, room hire and/or attendant/usher fees may apply.

The Hills Hub has limited recording studio equipment available for use/hire. Should you wish to use this equipment please contact the Arts Team by emailing arts@cardinia.vic.gov.au. They will ascertain your requirements and give you a realistic estimation as to the hire and labour charges required to achieve the needs of your event. When using the Hills Hub recording studio equipment you will be required to attend an induction session and may be required to pay for the services of a member of our technical staff. See fees and charges for further information.

Should you elect to bring in your own audio visual equipment, prior written permission must be obtained from the Arts Team and the equipment must meet Hills Hub safety requirements including testing and tagging and safe installation guidelines. Please email arts@cardinia.vic.gov.au for further information.

Hills Hub Arts Activation Program

Cardinia Shire Council acknowledges the impact and ongoing challenges that COVID-19 is having on the arts sector. As such, we are pleased to provide local artists (aged 18yrs+) access to creative space within the Hills Hub, free of charge in 2021, to exhibit work and/or undertake a short-term residency (conditions apply).

Exhibitions

Seven, six-week exhibition opportunities are available in 2021 as follows:

Exhibition Number	2021 Dates
1	22nd February – 5th April
2	7th April – 17th May
3	19th May – 28th June
4	30th June – 9th August
5	11th August – 20th September
6	22nd September – 1st November
7	3rd November – 20th December

Artwork must be hung on the Hills Hub wall hanging system only i.e. no internal floor space to be taken up.

Exhibition space will be offered to the artist free of charge in exchange for delivery of 2 community workshops (preferably 1 x child/youth, 1 x open age). Workshops are to be held, at mutually agreed times/dates, during Weeks 1 and/or 6 of the Exhibition.

Artists are responsible for insuring all their work & must hold public liability insurance. Please note that other activities will take place throughout the Hills Hub, including in the Arts and Performance Space, while their works are on display e.g. Artists in Residence.

Cardinia Shire Council is not responsible for the security and/or safety of any works displayed in the Hills Hub. Please see Exhibiting Art Works Terms and Conditions for further information.

Residencies

Cardinia Shire is pleased to offer short-term residencies, at the Hills Hub, to local artists (e.g. Musicians, Visual Artists, Performance Artists) to support one (or more) of the following activities:

- Rehearsals
- Recording sessions
- Studio work e.g. to work on a piece/body of work
- Collaborate with other artists on a piece/body of work

Artists will be invited to book the Arts/Performance Space for a six-day block (e.g. **Wednesday – Monday inclusive**) (subject to availability and successful submission of an Expression of Interest Form with supporting documentation). NB: The six-day block must include any set up and pack up.

No room hire fees will be charged; however other fees/charges may apply e.g. Equipment Hire.

Residencies will be scheduled to fall in Weeks 2-5 of an Exhibition. For example, residencies could take place during Exhibition 2 on the following dates:

14th, 15th, 16th, 17th, 18th & 19th April or
 21st, 22nd, 23rd, 24th, 25th & 26th April or
 28th, 29th, 30th April & 1st, 2nd, 3rd May or
 5th, 6th, 7th, 8th, 9th & 10th May

Application Process – Arts Activation Program

Please follow the steps below to apply for use of the Hills Hub Arts and Performance Space under the Hills Hub Arts Activation Program 2021.

Applicants must be aged 18 years or older.

1. Read the **Hills Hub Arts and Performance Space Information Booklet (including Terms and Conditions of Use)**
2. To express interest in exhibiting at the Hills Hub and/or completing a six-day artist in residency program in 2021, complete and submit the online **Hills Hub Arts Activation Program Expression of Interest (EOI) Form** (*paper based versions are available upon request*)
3. Expressions of interest will be assessed, as they are received, within 10 business days. If accepted as a Hills Hub Arts Activation Program Candidate, a tentative hold will be put on the space and you will receive notification from the Hills Hub Placemaker, via email, inviting you to complete and submit the online **Hills Hub Arts Activation Program Application Form**. Forms must be completed and submitted to Council within 10 business days of receiving notice. You will be required to submit the following documentation when completing the online application form:
 - Copy of photo ID (e.g. Driver's Licence)
 - Copy of Working with Children Check Card
 - Copy of Public Liability Insurance Certificate of Currency
 - Completed COVID Safe Plan
4. **Hills Hub Art Activation Program Application Forms** will be assessed within 10-14 business days (subject to all necessary documentation being provided). If your application is successful you will be forwarded an invoice for any charges e.g. Equipment hire. Payment options will be detailed on the invoice.
5. All bookings are confirmed in writing once all required documentation is received by Council and any bonds/fees & charges paid.
6. When your booking is confirmed, make arrangements with the Hills Hub Placemaker to ensure you have access to the facility and understand the opening/lock up security procedures etc.
7. Following the exhibition/residency/event, Council will inspect the facility. Where a bond has been paid, this will be refunded in accordance with the terms and conditions outlined in the Hills Hub Arts and Performance Space Information Booklet.

Terms and Conditions

Exhibiting Art Works

1. All exhibits must be the works which the applicant has rights to.
2. The applicant has no exclusive rights to the exhibition space unless the normal rate of room hire for that space is paid. Where the artist elects not to pay the normal rate of room hire, the exhibition times will be determined by the Placemaker during the normal course of business operations.
3. All exhibits will be hung on existing display cables and hooks unless otherwise agreed. Free standing or partition-mounted exhibits are permitted by special arrangement only and are subject to being moved or removed from the exhibition space at the discretion of the Placemaker in the normal course of business operations.
4. Samples of work must be provided before permission to exhibit will be granted. Entries will be displayed at the Placemaker's sole discretion and permission to exhibit may be granted or withheld for any reason whatsoever without explanation. No correspondence will be entered into should permission be withheld.
5. It is the Exhibitor's responsibility to promote their exhibition. The exhibition may be promoted by the Hills Hub during normal business operations but no warranty to this effect is offered. If the Hills Hub does promote the exhibition the applicant will be required to provide suitable photographic images in electronic format.
6. It is the exhibitor's full responsibility to manage the sale of their work and to liaise directly with the buyer. Cardinia Shire Council will not act as a conduit for sale and/or will not sell work on behalf of the exhibitor.
7. Exhibits must be clearly marked on the back with the title, price, and the applicant's name and address.
8. The floors, walls, curtains or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged. The applicant shall accept full financial responsibility for damage to Council property except for normal wear and tear.
9. It is the Applicant's responsibility to ensure that paintings, drawings, prints etc. are suitably framed and prepared for hanging on the systems provided by the venue. A stainless-steel hanging system with hooks is provided. The use of any adhesive device whatsoever on any surface is strictly prohibited.
10. Neither the Cardinia Shire Council nor its servants shall be liable for any loss or damage sustained by the applicant or any person, firm or corporation entrusting to or supplying any article or thing to the applicant by reason of any such article or thing being lost, damaged or stolen. The applicant hereby indemnifies the Cardinia Shire Council against any claim by any such person, firm or corporation in respect of any such article or thing. Applicant must insure exhibits against damage and/or loss and, in the absence of insurance, the exhibition is deemed to be insured by the applicant.
11. Exhibits may be set up or removed at the following (access) times:
 - at any time where the Arts and Performance space is booked for hire and a fee paid for that purpose;
 - As a guide, Wednesdays are available for setting up exhibits and Mondays are available for removing exhibits (i.e. Hills Hub Arts Activation Program – 6 week Exhibition)
 - outside normal trading hours, by arrangement, when the exhibition space is not booked for hire or use and an attendant fee is payed;
 - during normal business hours when the exhibition area is not booked for hire or use by another party
12. Any bookings for hire or use by a third party, whether made prior or subsequent to the applicant's allocated access time, will have precedence over the access time and the applicant will be required to make alternative arrangements. This condition does not apply where the applicant has agreed to pay the set fees and charges for the access time.
13. Unsold exhibits must be collected and removed at the agreed access time.
14. The applicant is responsible for leaving the premises in a clean and tidy state, and shall immediately remove all rubbish, refuse, waste matter and any materials or packaging brought onto the premises. Any cost incurred by the Hill Hub in cleaning the premises resulting from the condition in which the applicant left the premises shall be recoverable from the applicant.

15. Vehicles must not be brought onto the concrete aprons of the Hills Hub without permission. Vehicles are to be parked in Worrell Reserve Carpark in accordance with signage etc.
16. The applicant shall conform to the requirements of the Health Act and Local Government Act and shall be liable for any breach of such Acts or Regulations. All other statutory rules, provisions and Regulations of the Government of Australia or State of Victoria for the time being in force must be complied with by the user and notices given to the proper authorities. The applicant shall also comply in every respect with regulations under the Health Act and Victorian Building Regulations with regard to Public Buildings for the prevention of overcrowding and obstruction of gangways, passages, corridors or of any part of the building.
17. The applicant shall only be entitled to use of the particular part or parts of the building on the dates and times stated in the booking confirmation. The Placemaker reserves the right to permit portions of the building to be hired for any other purpose at the same time (except where the applicant has hired rooms for exclusive use.)
18. The right conferred on the applicant shall be a licence to occupy and shall not be construed as a lease or tenancy. Nothing contained in these conditions shall confer on a regular applicant the right to exclusive possession and the Council may at its discretion allow other individuals and groups to have casual use of the premises.
19. After discussion with the applicant the Placemaker may, at his or her discretion, engage security services for the safety and order of guests at the applicant's exhibition and charge these costs back to the applicant. It will be at the Placemaker's discretion as to the number and length of time security staff are required and may include times prior to and post exhibition.
20. If the applicant commits, permits or allows any breach or default in the performance and observance of any of these conditions the Council may terminate the permission to use the premises and the applicant shall immediately vacate the premises.
21. Wherever appearing in these conditions and where the context so admits the expression "Cardinia Shire Council Chief Executive Officer" shall be deemed to include any other officer of the Council acting with the authority of the Cardinia Shire Council Chief Executive Officer.
22. The applicant shall be responsible for full observance of these conditions and for the maintenance and preservation of good order in the building throughout the whole duration of the period of use.
23. No spitting, obscene or insulting language or disorderly behaviour or damage to property shall be permitted in the Hills Hub.
24. No notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without the prior written consent of the Manager.
25. The applicant will be required to vacate by the scheduled time or pay penalty charges to be determined by the Manager.
26. Tentative bookings will not be held longer than 10 business days, after which time the Placemaker reserves the right to cancel the booking.

Insurance

All Artists/Hirers will be required to provide a copy of their certificate of currency for public liability insurance for a minimum amount of \$20 million with no limit on the number of claims that can be made.

Certificates of Currency, for all required insurance, must be uploaded when you submit your online application.

If you do not have public liability insurance, you may consider applying for insurance cover through one of the following organisations

- <https://visualarts.net.au/>
- <https://musiciansaustralia.org.au/>

Cancellations and postponements

Please notify the Hills Hub Placemaker in writing to cancel or postpone any booking. Notifications less than seven days prior to your booking will be charged 50% of your hire fee.

In the event of the facility not being available due to power outage, works by service providers/organisations that are outside of our control, or compulsory closure due to days rated Extreme or Code Red or Victorian Government COVID-19 Restrictions, Council will provide a full refund. Council will not be liable for any out of pocket expenses or charges that the function incurs due to cancellation/relocation.

Cardinia Shire Council reserves the right to refuse any application, or to cancel or terminate any booking for any reason whatsoever. All monies paid in respect of bookings cancelled in accordance with this condition will be refunded, provided that the Hirer has complied with the conditions governing the general use of the Hills Hub. Cardinia Shire Council will not be liable for any other expenditure incurred or loss sustained, whether directly or indirectly by the Hirer arising from the cancellation. Notwithstanding this, Cardinia Shire Council will use its best endeavours to ensure that reasonable notification of the cancellation is given to the Hirer.

This facility may be required as an emergency relief centre, in this event you may be required to relocate or cancel your function. A full refund will be provided. Council will not be liable for any out of pocket expenses or charges that the function incurs due to cancellation/relocation.

Emergency management

The hirer is responsible for familiarising themselves with the Hills Hub evacuation plan and the emergency assembly points external of the building. Evacuation diagrams are posted around the complex; this includes assembly point locations.

Safety

The Hirer is responsible for their own safety and wellbeing whilst on the premises and for additional users of the facility associated with the intended purpose of the hire. The hirer is responsible for supplying an appropriate First Aid Kit suitable for their function/activity.

Working with Children Checks

All artists exhibiting/working within the Hills Hub are required to hold a valid Working with Children Check Card. For details on how to apply, please visit www.workingwithchildren.vic.gov.au.

Child Safe Policy/Statement of Commitment

Cardinia Shire Council is committed to our facilities being safe for children and has a zero tolerance for child abuse. Organisations that will be involving children in their activities will be required to submit their Child Safe Policy or Statement of Commitment, which outlines their commitment to child safety including duty of care and responsibilities to children. For more information and details on what your policy needs to include please visit www.cyp.vic.gov.au/child-safety

Access and introduction to the facility

If requested in advance the Hills Hub Placemaker will arrange a time to show you through the facility, provide instructions, and access arrangements for the venue.

Fobs/Keys are to be collected from the Hills Hub on a business day, during office hours, prior to your exhibition/residency by arrangement with the Hills Hub Placemaker. Access cards/keys must not be given to any other person(s) and are only to be used as per your booking schedule.

If you are using/booking any Hills Hub Studio Equipment, you will need to complete an Induction Session with a Cardinia Shire Arts Officer prior to access to equipment being granted. Please email arts@cardinia.vic.gov.au to arrangement an induction session.

Costs to replace fobs/keys and/or re-key locks will be passed on to the Artist/Room Hirer if fobs/keys are lost/not returned within 7 days.

Cleanliness

The hirer is responsible for leaving the venue in a clean and tidy state and shall remove all rubbish and place in the bins provided. Hirers are required to provide sufficient garbage bags for their event /function and to leave new clean bags in all bins at the end of their event/function. All recyclables and ordinary rubbish must be sorted and placed into the appropriate bins. All surfaces and kitchen equipment should be clean and all crockery/cutlery washed, dried and packed away.

All detergents, cloths and cleaning products need to be provided by the hirer for use during the event/function and for the cleaning afterwards. A mop and vacuum can be made available to the hirer by prior arrangement.

Any cost incurred by Council to clean the facility resulting from the condition in which the hirer left the premises may be taken out of the bond and/or further billing to the hirer.

Damage

It is the responsibility of the hirer to ensure their equipment or their guests do not damage any part of the complex, floors, fixtures and furniture. The hirer shall accept full Council insurance excess of \$2000 for any damage to the complex and surrounding grounds.

Security

Cardinia Shire Council will not be liable for theft, loss or damage to any property brought onto the premises by the hirer or any third party. This includes vehicles and possessions left in the bicycle stands and designated parking areas.

When leaving the facility, the Hirer must ensure that the building is armed. When there are no other groups or people in attendance, the Hirer will undertake and follow the appropriate security procedures when vacating the Hills Hub.

The Hirer must ensure that all doors and windows are securely locked after the allocated booked period.

The Hirer will be responsible for paying the security call out fee if the security alarm or fire alarm systems are triggered due to unauthorised use, access or egress to any part of the premises or where the alarms are false alarms and are caused negligently or deliberately.

Smoking

Smoking is not permitted inside any part of the complex.

Gambling

No game of chance, at which either directly or indirectly money is passed as a prize, shall take place in any part of the Hills Hub, with the exception that this clause shall not prevent the hirer using the hall for games of Bingo or equivalent, providing relevant permits have been obtained.

Liquor

The Hills Hub is not a licensed venue. The hirer is responsible for obtaining any necessary liquor licence appropriate to the event/function/activity. If hirers intend to sell alcohol at an event/function directly or indirectly they must apply to Victorian Commission for Gambling and Liquor Regulation for the appropriate licence. An application form can be downloaded via the web at www.vcglr.vic.gov.au. A copy of the licence must be sighted as part of the conditions of hire. When a liquor licence is received, the hirer is responsible and liable for all behaviours/actions inside and out of the complex. If you are unsure of the licencing requirements, please call the Victorian Commission for Gambling and Liquor on 1300 182 457.

Subject of entertainment

The Hills Hub Placemaker may require the hirer to submit for approval the subject and program for any entertainment or lecture prior to the use of the rooms.

Decorations/stage fittings/electrical appliances

Any decorations, special effects, electric lighting, naked lights of any kind or articles of similar nature must be approved prior to the event/function by the Hills Hub Placemaker.

Portable electrical equipment (video/audio) is permitted to be used within the centre; such equipment must conform to the Australian Standard Test and Tag requirements and any other legal requirements.

The following is expressly prohibited:

- Fireworks
- Smoke machines

Acts and Regulations

The hirer shall conform with the requirements of all relevant acts and regulations including, but not limited to the *Building Act, Health Act, Local Government Act, Occupational Health and Safety Act* and codes of practice or any Regulations made there under, and shall be liable for any breach of such Acts or Regulations. All other statutory rules, provisions and Regulations of Australian and Victorian governments and any local laws for the time being in force must be complied with by the user and notices given to the proper authorities.

Obstructions

The hirer shall comply in every respect with regulations under the Building Act and/or Health Act and Building Regulations with regard to public buildings for the prevention of over-crowding and/or obstruction of exit and pathway to exits, gangways, passages, corridors or of any part of the complex. Any person causing an offence against such regulations shall be removed from the complex.

Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter or thing contained therein the decision of Cardinia Shire Council Chief Executive Officer, or his/her delegate, thereon shall be final and conclusive.

Indemnity

The hirer agrees to indemnify, and keep indemnified, and to hold harmless Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the use of the Hills Hub Complex.

COVID-19 Safety Procedures and Protocols

People are not to enter the Hub if:

- they are unwell and/or have a fever, chills, sore throat, cough, runny nose, loss of sense of smell and/or
- have had contact with a suspected/confirmed case of COVID-19 in the past 14 days and/or
- have returned from overseas in the past 14 days

Persons entering the Hub are encouraged to download the COVIDSAFE app.

All persons entering the Hub agree to:

- carry a face mask and to wear a facemask in line with Government restrictions (unless they have an authorised exemption)
- abide by these physical distancing and personal hygiene procedures
- inform the Hills Hub Placemaker and DHHS if they are diagnosed with, or become a close contact of someone diagnosed with, COVID-19, within 14 days of attending the Hills Hub

On entering the Hub, all persons are required to:

- Sanitize their hands at the sign-in stations located at all 3 entry points.
- Sign in the visitor's register or register attendance electronically by scanning the Hills Hub QR Code

Additional hand sanitising stations are also set up in both the Community Lounge areas (i.e. Ground floor and First Floors).

Group leaders/organisers are responsible for providing own disinfectant wipes & hand sanitiser for their group's activity/event

Group leaders/tutors are to disinfectant tables, door handles, switches/controllers at the end of their session (in addition to usual room exit procedures).

Room limits within the Hills Hub are as follows: Please ensure you check DHHS/Victorian Government advice to ensure your activity is conducted in accordance with current restrictions.

Room	Maximum capacity	
	4m ² /person	2m ² /person (QR Code)
Multipurpose Room 1	20 people	40 people
Multipurpose Room 2	20 people	40 people
Multipurpose Room 3	20 people	40 people
Arts Space	18 people	36 people
Training Room 1 & 2	16 people	32 people
Meet Space	7 people	14 people
Meeting Room	5 people	10 people
Workshop	20 people	40 people
Office	5 people	10 people

This maximum number of patrons permitted in the building at any one time is 150. The Hills Hub Placemaker will work with community groups to ensure numbers remain within these limits.

The community tea stations are not to be used i.e. no tea/coffee making (Staff exempt)

Door handles and handrails will be wiped down regularly each day with disinfectant and wipes/disposable cloths (and wipes/cloths discarded after use)

The Hub will be professionally cleaned at least twice per week (this will be reviewed as usage increases)

Furniture within the Hub (e.g. Training Rooms, Community Lounge) areas are not to be moved. Please speak with the Placemaker if you wish to reconfigure the furniture in a room, as chairs etc. have all been spaced 1.5m apart.

Government COVID-19 posters are displayed throughout the Hub.

Hills Hub Licensees/Room Hirers

Hirers must confirm with their insurance company that their activities are covered during the COVID-19 pandemic and provide Council with evidence of this.

Hirers must always adhere to the Victorian Government's COVID-19 restrictions.

Hirers must contact DHHS and the Hills Hub Placemaker immediately by emailing hills.hub@cardinia.vic.gov.au and phoning 1300 787 624 if they are made aware that one of their staff/visitors/participants (or anyone they have brought into the Hills Hub) has a confirmed case of COVID-19 or has become a close contact of a person with a suspected or confirmed case of COVID-19, within 14 days of visiting the Hills Hub.

Hirers are responsible for inducting their participants in the above procedures and for ensuring that they are followed. Failure to do so may result in cancellation of your booking.

In addition to following the above procedures, all Artists/Room Hirers must submit their own [COVID-Safe Plan](#) specifically addressing their event/activity to the Hills Hub Placemaker prior to any booking being confirmed. A COVID-Safe Plan template can be obtained by request to the Hills Hub Placemaker

Review

These COVID Safe procedures are reviewed regularly by the Hills Hub Operations Group to ensure that they are keeping up to date with Victorian Government Restrictions and relevant Cardinia Shire Council policies and procedures.

Fees and Charges

Cardinia Shire Council reserves the right to review all hire charges and shall provide a minimum of one month's notification to the Hirer prior to any change. The Hirer shall be liable to pay the revised hire charge for any subsequent hiring.

Hills Hub Arts & Performance Space Rate Categories

Category	Definition	Examples	Evidence Required (Not for profit groups only)
Tier One (Artists/ Community Groups)	Individual practising artists and unincorporated/informal community arts groups	<ul style="list-style-type: none"> informal group of artists collaborating on a body of work/exhibition artist, residing in Cardinia Shire, looking to hold an exhibition artist, working in Cardinia Shire, looking for a space to rehearse or practice their art. 	Rules of Incorporation or Constitution and Last annual financial report or Link to Organisation's Page on the Australian Charities and Not-for-profits Commission Register www.acnc.gov.au
Tier Two (Not-for-profit Groups)	Not-for-profit organisations	<ul style="list-style-type: none"> An incorporated association whose constitution states they are a not-for-profit organisation e.g. A local Arts Society 	
Tier Three (Private/For-profit Groups)	Individuals, Groups, or Businesses conducting a private or business arts activity/event	<ul style="list-style-type: none"> Artist wishing to run a painting workshop for children and charging participants to attend Small business wanting to hold an arts program e.g. Arts Skills Development Workshops 	

Hills Hub Arts & Performance Space Rates 2021

	TIER ONE	TIER TWO	TIER THREE
2hrs minimum	\$10.00	\$20.00	\$40.00
Half day	\$20.00	\$40.00	\$80.00
Full day	\$40.00	\$80.00	\$160.00

Other Hills Hub Room Rates 2021

Room/Space	TIER ONE Community Group			TIER TWO Not-for-Profit Organisations			TIER THREE Private/For-Profit Groups		
	2 Hrs Min	Half Day	Full Day	2 Hrs Min	Half Day	Full Day	2 Hrs Min	Half Day	Full Day
Hall Space (MP1, 2 & 3)		\$107.50	\$215.00		\$107.50	\$215.00		\$235.00	\$455.00
Multipurpose Room	\$11.25	\$22.50	\$45.50	\$20.00	\$40.00	\$80.00	\$40.00	\$80.00	\$160.00
Training, Meeting or Consulting Room	\$8.60	\$17.20	\$34.50	\$17.00	\$34.00	\$68.00	\$34.00	\$68.00	\$136.00

Other Charges

Description	Tier One & Tier Two	Tier 3
Crockery/Cutlery Hire	\$50.00	\$50.00
Community Liability Insurance Application	\$25.00	\$25.00
Bond (Hall Space Booking Only)	\$150.00	\$500.00
Studio Equipment Hire	\$100.00	N/A
Bond (Studio Equipment)	\$100.00	N/A

Technical Support (Arts/Performance Space)	\$55/hr (min 2hrs)	N/A
Ushers (Events outside normal business hours)	\$55/hr (min 2hrs)	N/A

Important Notes:

- Due to occupational health & safety regulations you are forbidden to work anywhere in the Hill Hub above 2 metres. For hanging works, where the work or the hanging track is above 2 metres, you will need to employ the services of our technician.
- Half day rate applies for bookings 2-4 hours day/evening
- Booked time must include set up, pack up and clean up
- Please enquire regarding rates for multiple, consecutive days

Special conditions/additional fees

- Large functions or functions with alcohol may be required to hire a registered security service at their own cost as a condition of hire
- Council may impose further conditions to your hire as part of the hire approval

Bond

Bond is to be paid prior to or on collection of the key(s)/fobs and will be held by Council until the Hills Hub Placemaker has confirmation that the facility has been left in good order. Bonds may vary at the discretion of Council and be dependent on event/function/activity. Cheques will not be accepted as a bond payment.

Refunds

All refunds and bond repayments will be paid within 28 business days. How your bond is refunded depends on the method by which room hire fees and charges were paid.

Payment

Once the booking application has been received, the Hills Hub Placemaker will forward you an invoice for hire. Venue hire is confirmed when your payment is processed.

Steps to hiring a room

1. Download and read the **Hills Hub Room Hire Information Booklet** and **Hills Hub Arts and Performance Information Booklet** (this includes terms and conditions, fees & charges etc.)
2. Fill in and submit the online **Hills Hub Room Hire Enquiry Form** (*paper based versions are available upon request*) to check whether the room/s you are wanting to book are available. You will receive a response to your enquiry within 3-5 business days.
3. If the room is available, you will be provided a room hire enquiry number and instructed to complete the online **Hills Hub Room Hire Application Form**. Forms must be completed and submitted to Council within 5 business days.
4. Hills Hub Room Hire Application Forms will be assessed within 10-14 business days (subject to all necessary information being provided). If your application is approved (not yet confirmed) you will be forwarded an invoice for hire. Payment options are detailed on the invoice.
5. All bookings are confirmed in writing once payment** and all required documentation is received by Council
6. When your booking is confirmed, make arrangements with the Hills Hub Placemaker to ensure you have access to the facility and understand the opening/lock up security procedures etc.
7. Following the event, Council will inspect the facility. Where a bond has been paid, this will be refunded in accordance with the terms and conditions outlined in the Hills Hub Information Booklet

** *Approved regular (e.g. weekly/fortnightly) hirers, hiring room/s for more than one term, will be invoiced quarterly and only required to pay their first quarter invoice prior to confirmation.*