

Child and Family Centres Bookable Spaces

Cardinia Shire Council's Child and Family centres are designed to provide the community access to appropriate and affordable services and facilities to support the health and wellbeing of children and families.

Cardinia Shire Council's service attraction philosophy encourages a collaborative approach for future service provision across all sectors and invites our valued service providers to work with us in supporting our growing community's health and wellbeing.

What can Council offer you:

Council offers community facilities with 'fit for purpose' spaces at competitive hire rates, while configurations vary from site to site, options include:

- Meeting rooms
- Hot desks and shared office space
- Consulting suites
- Sessional user options
- Community rooms (suitable for group sessions)
- Early childhood intervention room (disability and developmental delay)
- Council facilities are access friendly.

Child and Family Centres with bookable spaces:

- Arena Child and Family Centre, 22 Curran Drive, Officer
- Bridgewood Integrated Child and Family Centre, 115 Bridge Road, Officer
- Bunyip Kindergarten, 2 Nash Road, Bunyip
- Henry Family Children's Centre, 145 Henry Road, Pakenham
- Hollins Children's Centre, 10 Atlantic Drive, Pakenham
- Homegarth Community Kindergarten, 9A Dunbarton Drive, Pakenham
- Koo Wee Rup Kindergarten, 356 Rossiter Road, Koo Wee Rup
- Konewark Child and Family Centre, 7 Campanella Avenue, Officer
- Lakeside Children's Centre, 2 Olympic Way, Pakenham
- Nar Nar Goon Kindergarten, 13 Main Street, Nar Nar Goon
- Pakenham Springs Children's Centre, 5 Livingstone Boulevard, Pakenham

Booking Application

Your booking will be assessed for acceptance once you have supplied the following:

- Booking form completed
- Signed Hirer schedule
- Public Liability Insurance with minimum \$20million or
- Community Liability Insurance-application form
- Working with Children Check
- Child Safety Statement/Policy

And if applicable;

- Third-party contractor Public Liability Insurance with minimum \$20 Million (e.g., First Aid Trainer, Entertainer)
- Third-party contractor Working with Children Checks
- Evidence of any special conditions requested as part of the hire approval

Conditions of Hire Bookable Spaces

General Conditions

Priority for bookings may be given to regular Community Groups and regular Hirers at Cardinia Shire Council's discretion. Any other bookings will be subject to availability.

Hirers will not use the hired facility for any other purpose other than the purposes and activities outlined in the booking process.

The Hirer must ensure an appropriate level of supervision of their group to ensure other users of the site are not disrupted.

The Hirer will not use the hired facility for a period longer than the booked period of hire. Additional fees may apply if for additional time. Please ensure booking times cover the time needed to set up, pack down and clean.

Council reserves the right to accept or refuse applications for hire and may disregard any booking that is not made within the terms of this agreement and reserves the right to re-let unconfirmed bookings.

Council may impose conditional hire provisions based on individual applications. Approval for hire maybe reliant on these conditions being upheld and evidence provided.

The person completing the application form and whose signature appears on the same is subject to these terms and conditions, must be over the age of 18 years.

Working with Children's Check

It is a condition of hire at Cardinia Shire Council's Child and Family Centres that the person hiring the space, and all responsible persons over the age of 18 years working in or delivering the program/event has a valid Working with Children Check. 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. It is a requirement of hire at Cardinia's Child and Family Centres that the organisations hiring or operating from the space provide their Child Safe Policy or Statement of Commitment, which outlines their commitment to child safety including duty of care and responsibilities to children.

Insurance

Hirers are required to supply relevant insurance certificates.

Hirers are required to supply a current public liability insurance certificate of currency for no less than \$20 million dollars coverage for each and every incident. This policy must cover the hire activity. This includes Hirers that are:

- An incorporated group
- Hiring the centre to provide a professional service
- Hiring the centre and charging a fee for goods or service

If you wish to undertake a high-risk activity, such as dance lessons, martial arts, childcare service etc. Please contact Council's Risk Management Officer to clarify the requirements to manage this risk.

A certificate of currency for this insurance must be provided to the Council at least fourteen (14) days prior to the date of the event or first day of hire.

Hirers that do not hold current public liability insurance may apply for temporary community liability insurance (Fee approximately \$24 + gst) under the following circumstances:

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- You are an individual hiring the center for a one-off private event not charging an entry fee
- You are a not-for-profit community group (that is not incorporated) and not affiliated or a member of any parent/umbrella organization.

The cover is for individuals or groups, for non-profit making activities, that do not have existing public liability insurance and is not intended to provide cover for festivals, sporting type activities, rock concerts/performances or Hirers involved in an activity where an admission fee is charged. In the event of a claim a deductible of \$500 will be charged to the Hirer. All applications for community liability must be forwarded to the Risk Management Officer for approval.

Please contact the Risk Management Officer at Cardinia Shire if clarification on this insurance is required.

Professional services may be required to supply professional indemnity insurance and copies of their qualifications.

Casual Hirers

A casual Hirer is an individual or community group who wishes to hire the facility for low-risk events or functions, which may be a one-off or for a maximum of five (5) consecutive days.

Emergency Management

The Hirer is responsible for familiarising themselves with the community facility evacuation plan and the emergency assembly points external of the building. Evacuation diagrams are posted around the centre; this includes assembly point locations.

Should it be necessary to evacuate the building in the event of an emergency or for whatever reason, the Hirer shall ensure that in the event of an emergency, all persons inside the premises will immediately and in an orderly fashion, evacuate the building.

Should you evacuate whilst on the premises, the Hirer must notify the Early Years Team by calling 1300 787 624 when safe to do so.

Safety

The Hirer must comply with OH&S Legislation.

The Hirer must comply with any Government directed health orders in place during their time of hire. This includes State guidelines with regard to the COVID-19 pandemic which must be met at all times.

The Hirer is responsible for their own safety and wellbeing whilst on the premises and for additional users of the room associated with the intended purpose of the hire.

The Hirer is responsible for supplying an appropriate First Aid Kit suitable for their service.

Our Centres are utilised by a range of community members and therefore all children must be adequately supervised by the Hirer, and this includes accompanying children to the toilet.

If children 6 years old or under are in attendance in any rooms hot or boiling water or beverages are not permitted in the play spaces and limited to the kitchen area – this includes the use of urns.

Should an accident or near miss occur whilst on the premises, the Hirer must notify the Early Years Team by calling 1300 787 624 immediately and complete an accident or near miss report form.

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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 parking areas.

The Hirer must ensure that the security alarm is armed when leaving the Centre when there are no other groups or people still in the centre and the appropriate security procedures are followed when vacating the centre.

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 in any part of the premises or where the alarms are false alarms and are caused negligently or deliberately.

The Hirer shall not pass keys loaned by Cardinia Shire Council for the purpose of gaining entry to the premises outside the period of hire to any third party or allow them to be copied.

Cleanliness

The hirer is responsible for leaving the bookable space in a clean and tidy state ready for the next user.

The Hirer must remove all rubbish and place in the bins provided. All recyclables and ordinary rubbish must be sorted into the appropriate bins.

All surfaces and kitchen equipment should be clean, and all crockery/cutlery cleaned and put away.

All detergents, cloths and cleaning products need to be provided by the hirer for use during their booking. Brooms and dustpans are available. Non-hazardous cleaning products are recommended.

Any cost incurred by Council to clean the bookable space resulting from the condition in which the hirer left the premises will be invoiced to the hirer.

Equipment

Hirer is responsible for leaving the venue tidy and removing all equipment/materials brought into the venue by the Hirer. Failure to do so may result in additional cleaning charges applied to the booking.

At the end of each booking equipment must be removed from the venue or stored safely and securely in the designated storage area, as allocated by Council at the time of booking.

The Hirer agrees to pay to Council on demand the cost of repairing or making good any damage to the facilities including but not limited to, loss of any equipment, clean-up, or waste expenses arising out of or incidental to the Hirer's use of the Facilities.

Council owned furniture and equipment is not to be removed from any venue or transferred between venues without Council's prior written approval.

The Hirer must obtain written approval from Council before affixing items to the walls and/or ceiling, with exception of the notice boards provided. Any damage caused by the affixation of any signs or other decorations will be repaired and the Hirer charged.

Any property (including equipment) brought on to the premises by the Hirer must only be handled, assembled and/or dismantled by persons appropriately trained in safe handling and use of the relevant property and/or equipment and the Hirer bears all responsibility to ensure those persons are properly trained.

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Inflatable amusement devices (e.g., jumping castle) are not permitted inside council facilities. Jumping castles are unable to be sufficiently weighted inside and may damage the floors surface.

The Hirer agrees to hold harmless Cardinia Shire Council its servants and agents, and each of them in connection with all claims resulting from damage, loss, death, or injury whatsoever which may otherwise be brought or made or claimed by the Hirer against Cardinia Shire Council except to the extent that Cardinia Shire Council is negligent.

The Hirer will be responsible for all costs incurred if the alarm is activated by prohibited equipment or is activated falsely due to negligence or misdemeanour by the Hirer or persons under their control.

Catering

Coffee, tea, sugar, milk etc. are not supplied by Cardinia Shire Council, unless otherwise negotiated.

Access and Introduction to the Centre

Access is managed by SALTO – Keyless access system. Some sites may have additional manual keys. Instructions to access will be provided once booking is confirmed. The Hirer agrees that they are fully responsible for any keys allocated to them by Cardinia Shire Council and if lost, misplaced, or not returned, agree to pay a fee of \$200.00.

Hirers are responsible for downloading the JustIN Mobile app – located on App store/Play Store (instructions will be emailed once booking is confirmed).

General Responsibilities

No article of dangerous or offensive character or any inflammable materials shall be brought into the centre by the Hirer.

No alcohol or drugs are to be brought into the Centre, or onto the site on to which the centre is located.

Smoking is not permitted in any part of the Centre or within 20 meters of the doorway.

No animals are allowed in the building, with the exception of Guide Dogs for the Blind and registered support dogs.

The consumption, sale and display of alcohol or any beverage containing alcohol is not allowed on the premises.

The Hirer shall not violate statutory regulation or law in or about the Centre

The Hirer must ensure the lights, heating and or air conditioning is turned off before leaving the centre/hired space.

Indemnity

Neither Cardinia Shire Council nor its staff shall be liable for any loss or damage sustained by the Hirer or any person, firm or corporation entrusting to or supplying any article or thing to the Hirer by reason of any article or thing being lost, damaged or stolen.

The hirer agrees to hold harmless Cardinia Shire Council its servants and agents, and each of them in connection with all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Hirer against Cardinia Shire Council except to the extent that Cardinia Shire Council is negligent.

Licence/Leases and Subletting

Under this agreement the Hirer must not sublet.

Should the hire schedule be consistent and ongoing, the booking form may be replaced by lease or licence agreement.

Conditions of Hire

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Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions and associated outcomes, hirers should follow Cardinia Shire Council's Complaints Policy.

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.

Please contact earlyyears.facilities@cardinia.vic.gov.au for current pricing.

Payments

Cardinia Shire Council will invoice Hirers prior to their individual event or at the start of each quarter depending on the event frequency.

Payment is required as per the due date and payment methods stated on the invoice.

In the event of charges not being paid in accordance with these Conditions, all booked periods of hire may be cancelled by Cardinia Shire Council without prior notice to the Hirer.

Cancellations

In the event of the Hirer cancelling or failing to take up any booked period of hire the charges payable in respect thereof shall remain due.

Once a booking is confirmed, Hirers must provide 14 business days' notice of any requested changes to their booking.

In the event of an unforeseen emergency, Cardinia Shire Council has the right to cancel your booking, with no cost to the Hirer. Council will not be liable for any out-of-pocket expenses or charges that the service 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 Child and Family Centre. 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.

Determination

If the Hirer is in breach of any of the above conditions, the Hirer understands that this agreement can be terminated without further notice and without refund of hire fees.

Cardinia Shire may request updated terms and conditions or special conditions to be signed off in writing at any time.