



HALL HIRE TERMS & CONDITIONS

INTRODUCTION

Jika Jika Community Centre (Jika Jika) is responsible for the management of the following Community Facilities

Jika Large Hall	Corner Plant & Union Streets	Northcote	Mel 30 F10
Jika Small Hall	Corner Plant & Union Streets	Northcote	Mel 30 F10
Jika in the Park - Community Room	2 East Street	Northcote	Mel 30 F11
Jika in the Park - Computer Room	2 East Street	Northcote	Mel 30 F11

These facilities are available to the community as places to meet, discuss, organise activities or run workshops which are an essential part of community life. We aim to promote community participation through the hire and use of these facilities. All hirers require current public liability insurance. These facilities are strictly smoke-free, inside and outside.

PRIVACY STATEMENT

Jika Jika collects information on the application form for the purpose of registering and administering your application. The personal information will be used solely by Jika Jika for that purpose, and will not be disclosed outside Jika Jika except as required by law. The information will not be disclosed to others for marketing purposes. Access to this information can be made by contacting Jika Jika.

HOURS OF OPERATION

The halls are available for hire within the following times:

7.00am - 10.00pm Monday and Wednesday

7.00am - 9.30pm Tuesday, Thursday and Friday

9.00am – 11.00pm Saturday

9.00am – 8.30pm Sunday

The hours of operation are set in accordance with the Environment Protection Act 1970. This is to ensure that the quality of life is not unduly affected for residents in the surrounding area. If you need to contact a staff member regarding your booking, please do so during Jika Jika's business hours (9.30am – 3.30pm Monday to Friday). Note, Jika Jika does not have an out of hours helpline.

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ROOM INFORMATION

	Room	Features	Access to	Cleaning	First aid / Safety
Corner Plant and Union Streets, Northcote	Large Hall Capacity: 70 people standing 14 x 8m	<ul style="list-style-type: none"> • lino floor • concertina room divider • heaters • ceiling fans • carpet mats • yoga mats • tumble mats • toys • 7 trestle tables • 75 chairs • 16 children's chairs • kitchen including: <ul style="list-style-type: none"> • oven/stove • fridge • sink • utensils • 3 urns • crockery • cutlery • glasses • electric kettle 	<ul style="list-style-type: none"> • kitchenette in foyer including: <ul style="list-style-type: none"> • sink • microwave • plates, glasses, utensils and mugs. • courtyard including: <ul style="list-style-type: none"> • outdoor toys • sandpit • electric BBQ (switch in meter box inside door of large hall) 	<ul style="list-style-type: none"> • cleaning equipment kept in foyer near kitchen and include: <ul style="list-style-type: none"> • hand-held small vacuum • broom and shovel • mop and bucket • large brooms • BYO soaps and detergents 	<ul style="list-style-type: none"> • first aid kits: <ul style="list-style-type: none"> • in office – accessible when office is open • in small hall – above sink in children's toilet • ice packs in freezer section of fridge in foyer – please return before leaving or the next day. • fire extinguishers: <ul style="list-style-type: none"> • 1 near kitchen in large hall • inside kitchen attached to large hall • 2 inside small hall • 1 in foyer, as well as a fire blanket • 2 in office
	Small Hall Capacity: 40 people standing 5 x 8m	<ul style="list-style-type: none"> • lino floor • split heating/cooling system • gas heater • ceiling fans • window blinds • childrens toileting/change room • carpet mats • toys • couch • childrens tables and chairs 			



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	Room	Features	Access to	Cleaning	First aid / Safety
2 East Street, Northcote	Jika in the Park Community Room Capacity: 30 people standing	<ul style="list-style-type: none"> • carpeted floor • 2 trestle table • chairs • 10 childrens chairs and table • toys • heater • 2 fans • split heating/cooling system 	<ul style="list-style-type: none"> • outdoor electric BBQ • BYO gas bottle • kitchenette, including: • tea & coffee making facilities • bar fridge • microwave • Sink • childrens play area including: • cubby house • fort • sandpit • outdoor toys • high chair (in toilet) • change table (in toilet) 	<ul style="list-style-type: none"> • cleaning goods kept in hall cupboard and include: • vacuum cleaner • brush and shovel • brooms • mop and bucket 	<ul style="list-style-type: none"> • first aid kit in hall cupboard • fire extinguishers: • 1 in community room near double doors • 1 in computer room near door
	Jika in the Park Computer Room Capacity: 12 people standing	<ul style="list-style-type: none"> • 10 PC workstations • 1 Mac workstations • internet Access • central table • chairs • white board • split heating/cooling system 			

FEES

2016

Regular Bookings

Regular Bookings are for recurring weekly, fortnightly, monthly or sporadic bookings

Large Hall

Non-Profit Organisations	\$25.50 per hour
Small businesses/Funded & Staffed Community Groups	\$28.50 per hour
Large business/ Government	\$61.00 per hour

Small Hall

Non-Profit Organisations	\$13.00 per hour
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Small businesses/Funded & Staffed Community Groups	\$22.50 per hour
Large business/ Government	\$51 per hour

Jika in the Park - Community Room

Non-Profit Organisations	\$13.00 per hour
Small businesses/Funded & Staffed Community Groups	\$15.00 per hour
Large business/ Government	\$41.00 per hour

Jika in the Park - Computer Room

Non-Profit Organisations	\$25 per hour/\$\$100.00 per day
Small businesses/Funded & Staffed Community Groups	\$40 per hour/\$250.00 per day
Large business/ Government	\$60 per hour/\$250 per day

Casual Bookings

Casual bookings are for one-off events, such as parties or workshops

Large Hall

Non-Profit Organisations	\$35.50 per hour
Small businesses/Funded & Staffed Community Groups	\$41.00 per hour
Large business/ Government	\$61.00 per hour

Small Hall

Non-Profit Organisations	\$20.50 per hour
Small businesses/Funded & Staffed Community Groups	\$30.50 per hour
Large business/ Government	\$51.00 per hour

Jika in the Park - Community Room

Non-Profit Organisations	\$20.50 per hour
Small businesses/Funded & Staffed Community Groups	\$30.50 per hour
Large business/ Government	\$51.00 per hour

Jika in the Park - Computer Room

Non-Profit Organisations	\$25 per hour/\$100 per day
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Small businesses/Funded & Staffed Community Groups	\$40 per hour/\$250 per day
Large business/ Government	\$60 per hour/\$250 per day

Data Projector Hire

Requires a \$50 deposit

\$10 for all medium groups

\$15 for Large Businesses/Government

Bond

Casual bookings \$200

Social Functions \$500

Bonds are fully refundable provided the conditions of hire are met.

Fees for regular hire will be invoiced on a term basis and payment must be received before term commencement.

Fees for Casual Hire must be paid at time of booking.

Fees for facilities hire are set by Jika Jika annually in accordance to the CPI.

All fees charged are to contribute to the cost involved in operating the facilities including utilities, cleaning and maintenance.

Any alterations of days or hours must be advised ASAP. Cancellations must be advised within four (4) working days, for casual bookings, or two (2) weeks for regular bookings, of the date of hire to receive a refund.

PUBLIC LIABILITY INSURANCE

Jika Jika has public liability insurance that covers authorised activities of Jika Jika. Hirers might like to explore their public liability insurance coverage to cover their private activities.

BOOKINGS

Regular Bookings

Booking forms must be completed in full and payment for the first term received prior to first booking date.

Written confirmation of booking/s will be forwarded by email. Invoices will be sent each term to the hall hirer.

Payment terms are strictly 30 days, or before the first booking. Accounts in arrears may result in cancellation of future bookings.



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Failure to correctly disclose the exact nature of a function, proposed use of the facility or any other relevant information on the application form may jeopardise any future bookings of Jika Jika facilities.

Cancellation or alterations to hours booked must be made in writing a minimum of two (2) weeks' prior to the date of the hire to avoid further hire fee charges.

Where the regular booking is cancelled, the amount to be retained will be as follows:

1. Where notification of cancellation is received in writing by Jika Jika, at least two (2) weeks prior to the event, the rental charged for the cancelled bookings/s will be refunded, or credited to the next terms' fees.
2. Where such cancellation notification is less than two (2) weeks' prior to the booking the whole of the rental for the cancelled booking shall be retained by Jika Jika.

Casual Bookings

Booking forms must be completed in full and payment received to make a booking.

Failure to correctly disclose the exact nature of a function, proposed use of the facility or any other relevant information on the application form may result in the loss of the bond as well as jeopardise any future bookings of Jika Jika facilities.

When a casual booking is cancelled, the amount to be retained will be as follows:

1. Where notification of cancellation is received in writing to the Administration Officer, at least four (4) working days prior to the event, no rental will be charged for the cancelled bookings/s.
2. Where such cancellation notification is less than four (4) working days prior to the booking, at the discretion of the Administration Officer, the whole of the rental for the cancelled booking shall be charged.

KEYS

Access to Jika Jika facilities is via a key contained within key safes outside the buildings. Confirmed bookings will receive a key safe code upon confirmation of their booking. Key safe codes issued to the hirer remain in control of the hirer and are not to be transferred. It is the responsibility of the hirer to ensure that:

- all doors, windows and gates are locked at the conclusion of the booking
- any key removed from the key safe is returned at the conclusion of the booking

Jika Jika reserves the right to charge a fine to regular hirers, or to retain part of the bond for casual hirers, when a key is not replaced and doors, windows and gates are not locked.



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SECURITY

Hirers may on some occasions be required to activate the venues security systems. Hirers will be provided with operational instructions by Jika Jika.

SUB-LETTING

No portion or portions of the facility are to be sub-let nor bookings transferred by the hirer without the written permission of the administration officer.

LIMIT OF HIRING

The hirer shall only be entitled to use the particular part or parts of the building hired. Jika Jika reserves the right to let any other portion of the building for any other purpose or purposes at the same time.

REFUSAL TO HIRE

Jika Jika reserves the right to cancel any booking at a Jika Jika facility when the same is required for Jika Jika functions and maintenance work, notwithstanding that the halls may have been booked, conditions may have been accepted and signed and the hire fee and/or bond paid.

CONDITIONS OF HIRE

- **Smoking:**

All Jika Jika premises are smoke free zones. Accordingly, smoking is not permitted inside or on the grounds of any of the community facilities.

- **People under 18:**

All people under the age of 18 years must have supervision by competent adults at all times

Where the hirer intends to use the facility for providing programs/activities for people under the age of 18 years, the hirer shall provide competent, adult supervision at all times. If adult supervision is not required for a program/activity, the hirer must have a current Working with Children Check.

The hirer or any person under his/her direction shall obey all directions or orders given by Jika Jika staff as to the management of the facility and events being conducted thereon.

- **Damage and property loss**

It is strictly forbidden for any person to use screws, nails, tacks or tape in/on any part of the floors, walls or ceiling of any building without the permission of Jika Jika staff.



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All furniture and equipment remains the property of the Jika Jika and must not be rented out removed or relocated outside of Jika Jika.

Should any damage or property loss occur at Jika Jika, casual hirers will forfeit the return of their bond and regular hirers will be charged a fee based on an assessment of the damage. This assessment shall be taken as final and the assessed amount will be charged additionally and is to be paid immediately an account is rendered.

The hirer agrees to comply in all aspects with premises and expressly agree to indemnify staff and Jika Jika Committee of Governance against any loss or damage in any form sustained by the hirer or any person, firm or corporation.

• Insurance

The hirer of any facility shall not:

- do
- not do
- neglect to do
- permit to be done
- permit to be left undone

anything which will affect Jika Jika's insurance policy or policies, relative to fire or public risk, in connection with the building. The hirer agrees to indemnify Jika Jika to the extent that such policies are affected through any such act of commission or omission.

• Disorderly behaviour and noise

No obscene, insulting language or disorderly behaviour shall take place in or around the facility. Volumes are to be kept at reasonable levels at all times. Neighbours are entitled to call the police at any time if disturbed by a loud noise.

• Performing rights

In the case of a performance or a concert, the hirer shall not produce, or permit to be produced, any dramatic or musical work that infringes on the copyright or performing right of any owner of such right or rights, and the hirer agrees to indemnify Jika Jika against any claim for breach of copyright or any action therewith.

• Obstructions

The hirer shall comply in every aspect with regulations under the Health Act with regard to public buildings for the prevention of overcrowding corridors or any other part of the building.

Any person causing an offence against such regulations may be removed from the building.

• Cleaning and packing up

Jika Jika is a shared community facility with low hire rates to allow participation by all community members. Jika Jika is professionally cleaned four (4) nights a week. Hall hirers are required to clean up after themselves to provide a pleasant and safe environment for other hall hirers. Hall hirers



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receive a checklist with particular cleaning requirements and hall maps showing where furniture should be returned to. Hirers are welcome to take photos before and after their bookings and to complete the checklist to provide evidence of cleaning and packing up.

ADDITIONAL CONDITIONS

Jika Jika may in respect of any application specify any additional conditions considered necessary. Any such additional conditions will be advised prior to confirmation of the booking.

EMERGENCY PROCEDURES

In the event of an emergency, it should be noted that the hirer is responsible for the health and safety of all guests within the facility.

The hirer should make themselves aware of the building exits and nearby fire hydrants.

Emergency Contact Phone Numbers

Police, Fire Ambulance	000 or 112 (for mobiles)
Police (local)	9479 6111
Electricity	131 626
Gas	1800 676 300
City of Darebin Emergency Services	8470 8889

CONTACT DETAILS

Jika Jika Community Centre	9482 5100
Address	Corner Plant & Union Streets, Northcote
Website	www.jikajika.org.au
Email Address	admin@jikajika.org.au