

Spyns Inc.

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POLICY AND PROCEDURE FOR USE OF SOUTH PENRITH NEIGHBOURHOOD CENTRE FOR PRIVATE FUNCTIONS

WHAT YOU NEED TO KNOW ABOUT USING THE CENTRE

Please read carefully before making final arrangements for use of the centre facilities. Any queries should be directed to the Booking Officer at the Centre on Phone No (02) 47218520 or email management@spyns.org.au

South Penrith Neighbourhood Centre is a community facility provided by Penrith City Council. Spyns Inc. manages the hire and maintenance of South Penrith Neighbourhood Centre under the authority of Penrith City Council.

WHAT'S AVAILABLE

There are both a small and large room/hall for hire; it is suggested that you inspect the centre before you book to make sure it is what you need for your activity.

Tables, chairs, use of the kitchen, hot water, microwave oven, refrigerator, stove and limited coffee mugs are available for your use.

In the large room/hall there is seating for approximately seventy (70) with tables, and approximately one hundred (100) without the tables. In the small room there is seating for approximately twenty (20) with tables and approximately thirty without the tables. There are also two fenced outdoor areas suitable for children's activities.

BOOKINGS

Only persons over the age of eighteen (18) years can book the centre. Adults and/or the employment of a security firm must adequately supervise youth activities for eighteen (18) years and under. Names of adults and/or the security firm supervising the party/event must be supplied to the centre on the application form before the booking will be confirmed.

Applications must be made in writing using the appropriate form. Please fill out an application form and return to the centre. It is essential that any change of contact details be immediately notified.

CANCELLATION OF BOOKINGS:

- In the case of an emergency Spyns Inc. has the discretion to cancel a function. In this event any deposit money will be fully refunded to you.
- Cancellation of a booking can be made with no penalty if made at least seven (7) days prior to the function. This can be in writing or by telephone to the neighbourhood centre. However, a cancellation fee of \$60.00 will be charged if a function is cancelled within seven (7) days of the function being held.

PAYMENT OF FEES

A total payment of **\$453.50** is to be paid. This is made up to \$203.50 (including GST) for the hire of the hall. This is to be paid immediately on approval of your booking. The remainder of \$250.00 is the bond deposit which must be paid within one (1) week of the function.

The function cannot take place and the key will not be released unless the full amount of \$453.50 has been paid.

The bond will be refunded to you within seven (7) days of the function provided the hall is left clean, no damage has been done to the centre, no alarm callout was activated, your cheque (if paid by cheque) has been cleared and the key has been returned. This will be by cheque and mailed to your contact address.

The following situations will incur additional charges:

- Damage caused to room/hall during function/booking
- Lost, late or non-returned keys
- Use of the room/hall beyond approved times
- The repair costs of any damage caused to equipment as a result of inappropriate use, lack of supervision, decorations
- Any alarm call out fee (including misuse)
- Any charges levied for cleaning or other breaches of the conditions

This will be deducted from your bond. Amounts over this will be immediately payable by you on receipt of an invoice from us after the repair/cleaning has been carried out. In the case of considerable damage to the building, furniture, equipment contact a management committee representative on 47 33 3862.

SHARING THE CENTRE

When hiring the centre for a function, exclusive use of the building is guaranteed during the function time. However, during the daytime Spyns Inc. allows function hirers access to the centre for setting up prior to the actual function. It is to be noted that during this time other user groups may have access to the building's small meeting room. The Neighbourhood Centre is a community facility provided by Penrith City Council for the citizens of Penrith. Rental fees paid entitle the user group to exclusive use only of the rooms paid for during the period of rental.

As a community facility we anticipate that reasonable co-operation between users in sharing the facilities and equipment will prevail.

KEYS

The key will be given to you in the week leading up to the function provided all fees have been paid. At that time arrangements will be made about return of keys, alarm code etc. **Please ensure that the person picking up and key and returning the key has read this document. Keys will only be issued to a person over the age of 18 years and ID may be required.**

PUBLIC LIABILITY INSURANCE

If your booking is between 1 and 12 times annually you will not be required to hold Public Liability Insurance.

SAFETY AND SECURITY

- 1.1 Persons entering our premises do so at their own risk. Adults accompanying or supervising children under the age of 16 years are responsible for the safety, supervision and action of those children at all times. In the interests of safety, children are not allowed in the kitchen.
- 1.2 In the case of a fire there is an evacuation plan in the foyer on the notice board near the front door. Fire equipment is provided in the building as a requirement by law for safety measures. The equipment must only be used in the case of an emergency. Misuse will incur large fees for repair and replacement and may result in discontinued use of our building.
- 1.3 In the event of an emergency, call 000.
- 1.4 Please follow basic OH & S guidelines required under legislation. It is recommended that any electrical equipment, which has not been tested and tagged by a licensed electrician not be brought on to the premises under O H & S safety regulations.

- 1.5 All facilities have been constructed for multiple uses. You should assess the compatibility of footwear sole material with all flooring surfaces within the facility to ensure that wearer does not slip.
- 1.6 Spyns Inc. is not responsible for any personal property that is lost, stolen or damaged in the course of a booking. Responsibility for such items is solely that of the hirer. Property cannot be stored in the centre between bookings unless prior approval is obtained Spyns Inc. in which case we encourage you to arrange relevant insurance.
- 1.7 You must obtain prior approval from Spyns Inc. to use amusement rides, jumping castles (not to be located inside the building), jukeboxes, hired karaoke equipment, portable stages and other such equipment in conjunction with an event. You must also ensure that the provider of this equipment has current Public Liability insurance for no less than \$10 million. A statement from the insurance company must be provided to Spyns Inc. to verify the insurance is held.
- 1.8 Sound equipment must be placed wholly within the building.
- 1.9 Security management is your responsibility. Adequate supervision or security should be in place during any activity. In the case of bookings that involve large numbers of attendees, you must also ensure that adequate supervision or security is provided outside of the centre as well as in the car park area. You must consider the potential for unauthorised and uninvited persons.
- 1.10 In the case of specific activities, Spyns Inc. may request that you consult the local Police regarding security management and provide a detailed plan of security management prior to the booking being confirmed.
- 1.11 Any booking may have the potential to disturb the amenity of local residents and businesses. You must at all times minimise noise in the immediate area of the facility.
- 1.12 If you do not exercise reasonable control over persons attending the activity,
future bookings may be refused and other bookings cancelled.
- 1.13 Decorations are not to be fitted in such a way as to cause damage to the building, fittings, fans, heaters etc.
- 1.14 Ice is to be kept in suitable watertight containers. Kegs and watertight containers are to be kept in the kitchen or other suitable location away from the main hall.

- 1.15 Spits and barbecues must be located outside the building. It is your responsibility to ensure that adequate protection is provided to alleviate any damage that may be caused by excess fat and oil. The best place to locate a spit or barbecue is on a grassed area.
- 1.16 Fireworks are not to be used in association with the use of the building. Community firework events can take place only with the specific written approval of Penrith City Council and a permit obtained from Workcover Australia.
- 1.17 No patron or guests are to park across driveways, access ways that may block access for emergency vehicles.

SECURITY ALARM - The neighbourhood centre is armed with an alarm which is monitored by Council's security company. If the alarm is activated accidentally the security firm will phone the centre. Please answer the phone in the kitchen. You will be required to give your name and the alarm code. If the phone is not answered the security firm will attend the centre and you will therefore be invoiced for this call out. Likewise if you do not arm the alarm on leaving the building, the security firm will monitor this and be required to attend the building to arm the alarm. Again, you will be invoiced for this callout.

ALCOHOL AND SMOKING

Alcohol can be consumed on the premises; however, you must get a permit from a Penrith police station. Your local police must sign the application form and a copy provided to Spyns Inc. prior to the event. You must display this Permit in the foyer of the centre. **Please note that the name of the hirer of the centre must be the same as the person applying for the liquor permit.**

The area surrounding the Centre outside the fence is an Alcohol free zone as designated by the Penrith City Council.

No alcohol can be sold on the premises without having a licence from the local Police and Liquor Administration Board.

The Centre is a non-smoking environment as per the Penrith City Council Policy. Please smoke in the designated smoking areas. These are out the back, under the awning but only if no children are present or at the front, to the right hand side under the side awning. We would appreciate it if you did not smoke immediately in front of the front or back door. Please use the smokers trays located at the front and rear of the building or bring your own ashtrays or sand buckets.

CLEANING UP AND LEAVING THE CENTRE

You will be required to leave the centre in a neat and tidy condition. You will have to do one or more of the following to make sure that all the rooms are clean:

- Clean floors and toilets by sweeping, damp mop any spillage
- Stack chairs neatly and return furniture to correct position
- Switch off all electrical appliances and internal lights except foyer
- Make sure that all windows and doors are locked
- Remove all decorations; posters etc. These can only be affixed with blue tac and this must also be removed. PLEASE NOTE that no decorations are to be put on the fans, heaters.
- Wash all cups etc. and place in cupboards
- All rubbish and cigarette butts are to be picked up from outside the building
- All rubbish is to be placed in the garbage bins provided. If these are full please take your rubbish home. Green and yellow garbage bins are for recycling only and only paper, cans or bottles may be placed in these in the correct side. Black bins are for general garbage.

The Cleaners room is located in the large room and is opened by the same key used for access to the building. For any problems regarding cleaning etc. please advise the Booking Officer or the Manager.

You must vacate the building and leave the centre clean by 1am as the building is often used by other community groups for morning groups/events. Therefore, packing up and cleaning must be completed and centre vacated by this time. Please ensure that no one sleeps or stays in the building overnight as it is against Penrith City Council's Safety regulations.

Please ensure you take all your belongings and equipment from the centre.

ADVERTISING

Unless permission is sought from the Spyns Inc. Management Committee the Neighbourhood Centre or organisational name cannot be used except for the address of the venue.

WHAT DO YOU DO IF YOU HAVE A COMPLAINT

Please refer to our Complaints Policy available from the Management committee or the staff. Any suggestions or comments are always welcome and we wish to ensure that the facility is responsive to community needs.

Failure to observe any of the foregoing procedures can result in the termination of bookings and refusal of future use.

Date approved: November 2004.

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Date reviewed: November 2006

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