



**ROOM 1 (M1)** - includes large main room with projector/screen and kitchen  
**ROOM 2 (M2)** - includes small room and kitchen  
**ALL** - includes room M1 and M2 and Kitchen facilities

### Hire Contract

Is between West Moonah Community Action Group Inc and

(Name of Hirer) .....

(Contact Person) .....

Address: .....

.....

Contact Phone Number: .....Proof of ID.....

**For the following date and time:**

**Hire Time**

Date of Hire ...../...../..... Time..... am/pm to ..... am/pm

Regular Hire Day..... Time..... am/pm to ..... am/pm

**HIRING CHARGES** minimum of 4 hour hire (inc GST)

ROOM	NOT FOR PROFIT/PRIVATE	BUSINESS
M1 including kitchen	\$77	\$122
M2 including kitchen	\$55	\$77
ALL	\$110	\$154

**HIRING CHARGES** Daily Fee (inc GST)

ROOM	NOT FOR PROFIT/PRIVATE	BUSINESS
M1 including kitchen	\$165	\$220
M2 including kitchen	\$132	\$165
ALL	\$187	\$330

Room/s required:.....

Total Hours to be used.....Total Cost: \$..... (Inc GST)

**I / We agree to accept responsibility in accordance with Conditions of Hire set out herein.**

**Signed on behalf of hirer:**

**Witness on behalf of Committee:**

.....

.....

**Name:** .....

**Name:** .....

**Date:** ...../...../.....

**OFFICE USE ONLY:** Receipt Number:.....Key number .....



**WEST  
MOONAH  
COMMUNITY  
HOUSE**

## **Conditions of Room Hire (main room and kitchen)**

1. Hiring costs for building and use of its facilities plus a bond of \$150.00 shall be paid prior to date of commencement unless otherwise negotiated. Where House is hired during normal opening hours, bond does not apply.
2. Should the building be left in other than a clean and undamaged condition, an amount will be deducted from the Bond held to cover such cleaning/repair costs. If in excess of amount of Bond held, an account will be tendered.
3. If hire of the building is for more than one session an additional Bond may be required to cover any subsequent costs.
4. 24 hours notice of cancellation is required to be given by Hirer or full payment of Hiring Fee will be charged.
5. Building shall be left in a clean condition at the end of each hire. This includes the following;
  - Chairs Stacked Neatly
  - Tables to be sprayed with cleaner and wiped (all cleaning products are located in the kitchen cupboard with the childproof lock)
  - Floors vacuumed (vacuum cleaner located in cupboard in main room)
  - Kitchen floor swept and mopped (mop, bucket and broom are located outside kitchen door)
  - All crockery and cutlery used is to be washed, dried and returned to the respective cupboard/drawer
  - Toilets to be left in a hygienic and tidy manner.

Please Note: The kitchen facilities are available for your use, however, tea and coffee are provided at a small cost per cup/mug

6. Our Place of Assembly Licence permits a maximum of 50 people.
7. The principal hirer is obliged to become the Chief Warden or appoint a chief warden and other wardens from the group to assist during evacuation, as required for the event you have hired the house for.
8. **The chief warden shall adequately brief all Wardens on their roles and responsibilities outlined in the WMCH emergency evacuation plan.**
9. Child Care Room is not for hire under the normal House Policy. Access to Preschool area (this includes the playground) is not allowed under any circumstances.
10. Smoking is prohibited indoors, in the courtyard and in the childcare playground.
11. Loud noise and offensive behaviour or language within the immediate area of the building is to be discouraged. Noise should be kept to minimum after 11.30pm.

12. ALL power except fridge, urn and heat pump to be turned off after each session. Internal doors and windows must be shut and locked.
13. Committee must be notified prior to session regarding consumption of alcohol or noisy activities within the building.
14. Hirer is to supply own linen.
15. *Out of hours opening of the building will be negotiated with the Committee.*
16. Long term Hiring Fees will be paid in advance or strictly on a four weekly basis.
17. **The Entry & Exit procedure form needs to be returned or disposed of appropriately.**
18. If any action or lack of action by the hirer results in a call out by the houses nominated security firm the hirer will be responsible for any resulting charges. The cost will be taken from your bond.

I agree to adhere to the conditions set out above.

Signed.....  
(House Hirer)

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# EMERGENCY EVACUATION PLAN FOR

## West Moonah Community House

For those hiring the WMCH the Principle Hirer is obliged to become the Chief Warden or appoint a chief warden and other wardens from the group to assist during evacuation. The chief warden shall adequately brief all Wardens on their roles and responsibilities

Wardens shall familiarise themselves with:

- The layout of the building and the location of all emergency exits
- Location of their closest exit and assembly area
- Method of raising the alarm.

### **CHIEF WARDEN RESPONSIBILITIES (White Helmet from the foyer)**

1. Ascertain nature, location and scope of emergency
2. IF NECESSARY INITIATE EVACUATION.
3. Raise the alarm
4. **Ensure that the Fire Service** is notified **000**
5. Pick up switchboard key from foyer hook/ turn off power
6. Ensure that Wardens are notified of the situation
7. Ensure that the building has been totally evacuated
8. Ensure exits are secured to prevent re-entry to the affected area
9. Extinguish if appropriately trained and safe to do so
10. Brief the emergency services personnel upon arrival.

### **Fire Brigade Telephone 000**

In the event of an emergency evacuation the PERSON BRIEFED BY THE CHIEF WARDEN to be the area wardens will have the following responsibilities.

### **AREA WARDENS RESPONSIBILITIES (Red helmets from the foyer)**

1. Commence evacuation if the circumstances warrant it.
2. Search all areas to ensure that all persons have been notified and have evacuated
3. Communicate with the Chief Warden and act on His/her instructions
4. Assist any mobility –impaired person.
5. Ensure the orderly flow of persons to the assembly areas
6. secure exits to prevent re-entry to the affected area
7. Take roll call
8. Report to Chief Warden

### **The Assembly Points are**

1. Car Park
2. Back Gate *Away from fire area*

## AFTER HOURS CONTACT

If you encounter any problems with the alarm or in case of other issues arising outside office hours, please contact one of the following people.

1. Mel Knuckey Ph 0407 512 315
2. Kim Smith Ph 0407 342 913

## ENTRY AND EXIT PROCEDURE

**On entry** you will need to disarm the alarm (beside office door in foyer).

Key In.....and then 'off'

Each key will beep as you press it, it will then arm.

**On exit** you will need to re-arm the alarm

Key in ..... and then 'on'

Each key will beep as you press it. You also hear a series of short beeps if armed correctly.

The alarm is now armed. You should exit the building within 20 seconds.

***The only way that the door will lock is by turning the key in the lock on the out side of the door. Please test the door handle. If the door is locked properly the door handle will not turn.***

### Alarm Problems

If you press the wrong button or have a problem with the alarm – arm it again and then re-key the entry code.

If nothing works – refer to contacts on this form.

**If the Alarm is triggered or goes off Mekina security services will call (on the kitchen phone) and ask for verification that you are meant to be there please use voice code ..... if asked.**

### NOTE:

The House is inspected before and after hire. You are welcome to accompany us when doing so.

The time that you require to prepare the room for a function will be included in the cost of hire.

Parking in the park adjacent to the building is available, but when Springfield Avenue is used for overflow parking, consideration for residents is encouraged.

Hot drinks are available at a cost of 50 cents per cup. You are welcome to decorate the room, but please be careful of the paintwork.