

# Bull Creek Community Centre Information for Hirers

## Welcome to the Bull Creek Community Centre

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This booklet contains information to assist you in your use of the centre.

Please refer to this booklet **and** to the Terms and Conditions of Hire (a copy is attached to this booklet) for information about your responsibilities when using the centre.



We ask you to make yourself and others in your group aware of the safety information provided.

We hope you enjoy your time at Bull Creek Community Centre.

Please contact us if you have any questions, concerns, ideas or other feedback.

## Contact information

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### Street address

Bull Creek Community Centre  
Hassell Crescent (corner Leichhardt St)  
Bull Creek WA 6149

### Postal address

Bull Creek Community Centre  
Hassell Crescent, BULL CREEK WA 6149

### Phone

(08) 9364 0148

### Email

Community Centre Officers:

[bg.bc@melville.wa.gov.au](mailto:bg.bc@melville.wa.gov.au)

Community Centre Supervisor:

[Teresa.Campbell@melville.wa.gov.au](mailto:Teresa.Campbell@melville.wa.gov.au)

### Web site:

[www.melvillecity.com.au](http://www.melvillecity.com.au)

## Emergency and Important Phone Numbers

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**000 Fire or life threatening emergencies only.**

**131 444 Police** – To report any criminal activity, damage to property, trespass onto the venue, or if you feel threatened.

**1300 653 643 Community Safety and Security Service**

Call this number if you have any difficulty with locking up the centre and if you have called the Police for any reason. The security service will assist with securing the area and with reporting any security concerns.

## Responsibilities of Hirers

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Please refer to the **Terms and Conditions of Hire in the online booking application** for details of the responsibilities of Hirers. A copy is available on request.

- Hirers must provide a copy of their **up-to-date public liability insurance**. It is the responsibility of the Hirer to check the expiry date of their Public Liability Insurance policy and to ensure that a current certificate is forwarded to Bull Creek Community Centre before the expiry date or loaded to your spacetoco account.
- Hirers may only use and access the hall at the times specified on their Booking Application. If you require additional time please contact us and we will try to accommodate requests where possible.
- Hirers are required to leave the venue in a clean and tidy condition, return furniture to original location and remove rubbish.

# Emergency Evacuation Procedure

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Hirers are required to inform participants about Emergency Exits and Procedures.

## If the alarm sounds or you detect smoke

- ➔ Stay calm and stop what you are doing.
- ➔ **R**emove                      People from immediate
- ➔ **A**lert                         People in the nearby areas and raise the alarm.
- ➔ **C**ontain                    The fire/smoke if safe to do so
- ➔ **E**xtinguish                The fire only if trained and safe to do so.

If the alarm is NOT sounding, but you see or smell smoke in the building,

➔ **EVACUATE IMMEDIATELY and call 000.**

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## How the alarm sounds

The alert tone sounds first (beep beep beep)

Followed by the evacuation tone (whoop whoop whoop)

## Hirers' responsibilities

- When the alarm sounds, evacuate – do not hesitate or presume a false alarm.
- In case of fire or other emergency during Library opening hours, Hirers must follow the instructions of the City of Melville staff.
- The door in the wall of the courtyard **can be opened by pushing down on the grey bar on door.**
- Where **no** City of Melville staff is on site, Hirers are responsible for ensuring the safe evacuation of all persons in the room they have hired.
- Please ensure that you and your group are familiar with the **Fire Exits and Emergency Evacuation Procedure** (located near the Exit doors). We advise you to review this information regularly with your group.
- It is recommended that Hirers keep a record of the number of people in their hired room for their session so that all persons can be accounted for in case of evacuation.
- The Hirer will notify the Venue Management at the earliest opportunity if any incident, injury or fire alarm activation occurs during their session.
- Hirers must not exceed the maximum number of people permitted in the hired room.

### **Maximum number of people permitted:**

**Room 1:** 124 people    **Room 2:** 96 people    (subject to change due to Covid 19 restrictions)

## Safety and Security

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### **Keep all doors clear**

To enable clear access in an emergency, do not put any furniture or other items in front of any door in the Centre.

### **Supervision of Children**

Children must be supervised by a responsible adult at all times.

### **This a Non-Smoking venue**

Smoking is not permitted in any part of the venue by any person at any time. The venue includes the courtyard, foyer and entrances to the building.

### **Take precautions to avoid theft**

Keep valuables out of sight. Keep doors closed and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the Centre staff when the office is next open.

### **Reporting Risks and damage**

**Please report any damage** that you notice on entry to the venue, and any damage that occurs during your session. Damaged items may cause injury to others so it is important that we are notified as soon as possible.

### **First Aid Kit**

No First Aid Kit located at the venue, Hirers to supply their own First Aid Kit.

### **Fire Extinguishers**

The fire extinguishers are located next to the exit doors in each hall and in the kitchen.

A fire blanket is located in the main kitchen opposite the oven.

Entry to the foyer is via automatic opening doors.

Please do not use the single doors at each side of the automatic doors, which are for exit in an **emergency only**.

**Defibrillator** is located on the wall on the Library wall outside the foyer entry sliding doors.

## Opening the Centre

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- ☐ Unlock the front door with your hire key or with key from key box (located outside Room1 entry and next to Foyer sliding door (exterior). Code will be given at time of orientation..
- ☐ **Turn off the alarm.**
- ☐ Turn on lights if needed
- ☐ Turn on automatic sliding door (during Library Hours this will be completed by staff)
- ☐ Turn on air conditioner if needed for cooling or heating.

## Foyer

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- Entry to the foyer is via automatic opening doors.
- Please do not use the single doors at each side of the automatic doors, which are for exit in an **emergency only**.

### To unlock the automatic foyer doors (**only if Library is closed**):

1. Use your key to unlock the doors. Pull open the doors by hand.
2. Use the key to activate the auto-opening function of the sliding door.



**Lock** – will keep the door closed – you need to press green button to exit.

**Auto** – will allow the door to automatically open

**Exit** – will allow users to exit the building only.

**Open**- **must be used** when groups have finished and are locking the sliding door.

### To lock the automatic foyer doors (**only if Library is closed**):

1. Use the key to turn the box to the open position
2. Step outside and pull the doors closed by hand.
3. Lock the doors with your key.
4. Return the key to the key box.

## Foyer lights

The light switches for the foyer are in a white box labelled “Light Switch Panel” which is located to the left of the large red Fire Hose box. Turn the handle to open the light switch box. If you turn on the lights please turn them off before leaving the building.

## Alarm Panel

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The alarms in Room 1 and Room 2 are connected. Arming or disarming either one of the alarms will arm or disarm BOTH ROOMS.

Check the alarm display when you first enter the building to see if it is already disarmed.

- Alarm **zone 2 light is on** – alarm is on.
- Alarm has already been **disarmed** if Zone 2 light is **off**. The alarm will be disarmed if there is someone already in the building.

### To disarm the alarm when opening the centre:

- ☐ Enter your four-digit code (zone 2 will go out) and press **OFF**
- ☐ If you make a mistake, simply re-enter your code.

### To arm the alarm when closing the centre:

Do not arm the alarm if there is another group still in the centre

- ☐ **Enter your code and press ON**  
Zone 2 light will come on.

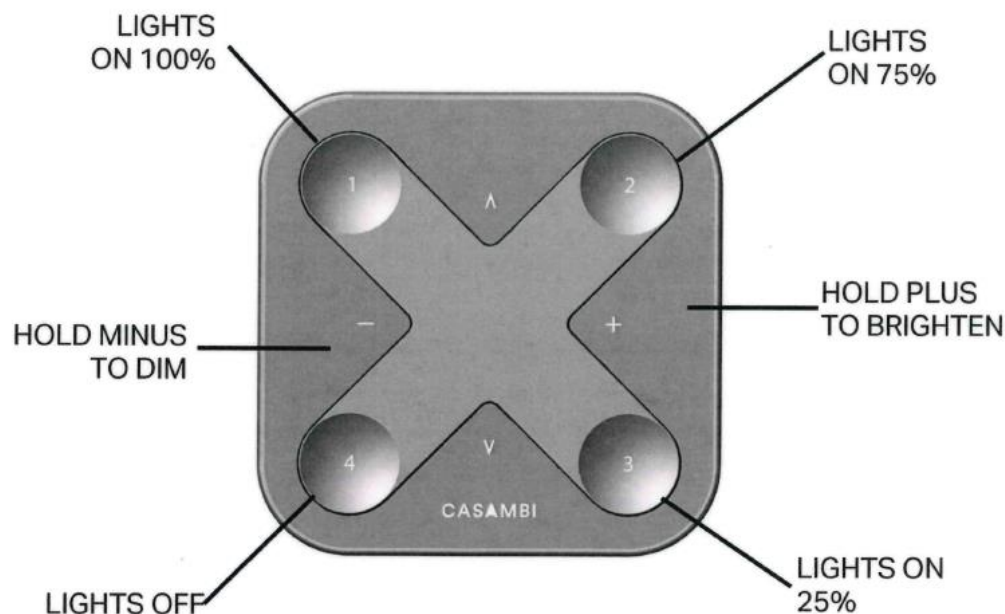
### Accidental activation of alarm

- ☐ Enter your code to disarm.

## Light Boxes (inside Room 1 and 2)

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Each room has a light panel located just inside the entry door.



The lights will stay manually switched on for two hours after pressing the desired function.

After two hours the sensors will automatically take over and when a person is detected will turn the lights to 100% brightness.

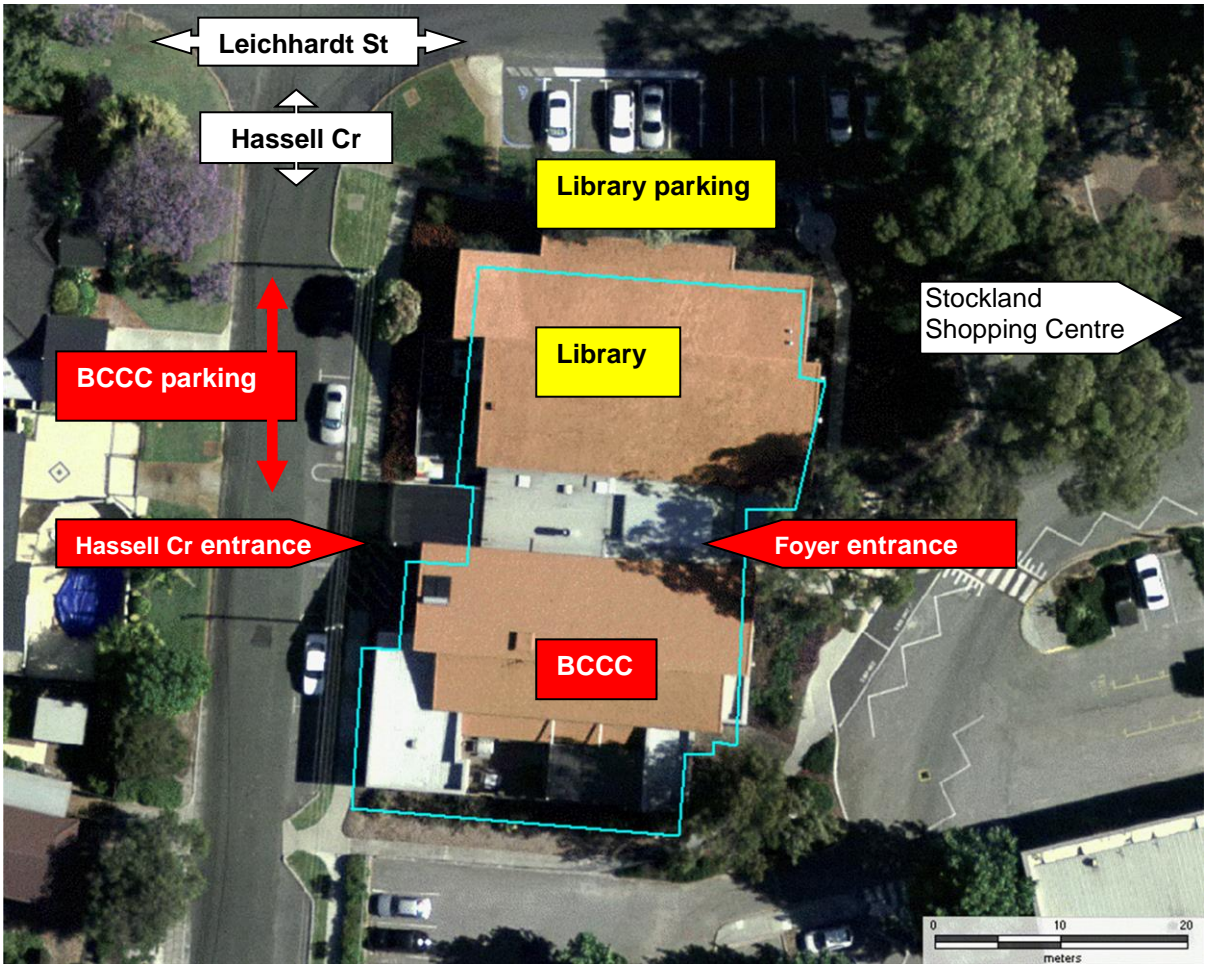
If you desire to have the brightness level consistently at 25 or 75 percent you will need to press the corresponding buttons every two hours.

If the sensors do not detect any movement for an hour the lights will be automatically switched off.



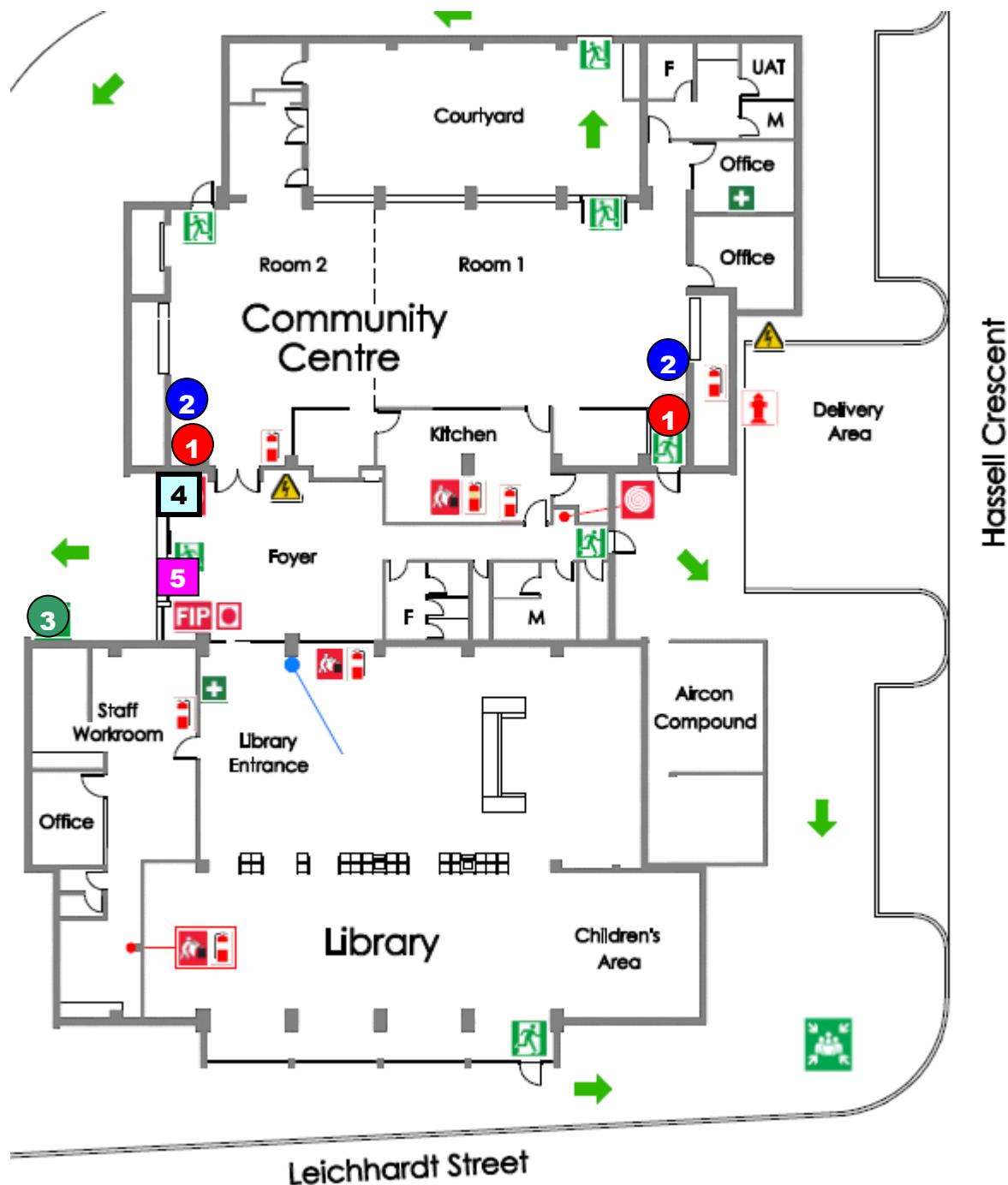
# Bull Creek Community Centre

The aerial photo below shows the Bull Creek Community Centre and the adjacent library buildings, the main streets and location of the entrances to the centre.



## Layout of Bull Creek Community Centre

- |   |   |
|---|---|
| <b>1</b> Alarm and Hall light Panel     | <b>4</b> Foyer light switch                       |
| <b>2</b> Air conditioner/heating on/off | <b>5</b> Switch for automatic opening foyer doors |
| <b>3</b> Defibrillator                  |   |





## Air conditioner

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Each room has its own separate air conditioning system and switches. The temperature is pre-set and controlled by a thermostat. The temperature can't be changed – it automatically adjusts according to the climate. The air conditioner will automatically switch off after two hours (to save energy) and will need to be restarted if still required after this time.

### To turn hall air-conditioner on

- ☐ Press the button for 3 seconds only.
- ☐ The light will come on (may take up to two minutes to come on)

### To turn hall air-conditioner off:

- ☐ Press the button. The red light will turn off.

## Room 1

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The entrance to Room 1 is via Hassell Crescent (a keybox is located next to Room 1 entry door – code to be given at time of orientation to casual hirers).

### Doors

- Use your key to unlock the main door from Hassell Crescent to enter the building and to lock up on exit. The exit door in the courtyard can be opened by pushing the grey bar.
- The doors to the courtyard are emergency exit doors **must be kept clear at all times**. Please do not put chairs or any other furniture in front of this door at any time. These will lock automatically when the alarm is activated.

## Room 2

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**The entrance to Room 2** is via the foyer (library/shopping centre side of the building) A key box is located next to the entrance sliding door (exterior) – code to be given at time of orientation.

**Toilets** for this hall are located in the hall off the foyer.

**Doors:** The main doors to the foyer are locked from the outside with a key.

The door to the courtyard will lock automatically when the alarm is activated. The doors need only to be pulled closed securely and the bolt locks pushed firmly in place.

**Small kitchen:** Groups hiring Room 2 have the use of the small kitchen area at no extra cost. A fridge is available for Hirers to store items for the duration of their session only.

**Hydro Tap:** The hydro tap is located on the sink in the small kitchen. It provides both hot water (for tea and coffee), and cold drinking water. It has a child proof lock to prevent children turning on the hot water. Young children must be supervised to ensure they do not use or play with the appliance.

## Courtyard and Playground

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- The exit doors that open from the courtyard into Room 1 and Room 2 must be kept clear at all times. Please do not put chairs or any other item in these doorways. These are emergency evacuation doors.
- It is the responsibility of groups to provide responsible supervision when children are in the courtyard.
- If your group has used the courtyard, please clean up this area and remove any rubbish. The courtyard is used by small children each day so please leave it in a clean and safe condition.
- The door in the courtyard wall can be opened in an emergency by pushing the grey bar. This is an emergency exit door and must only be used in an emergency situation.

## Carport - Keep Clear area

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The carport is located at the Hassell Crescent entrance to Room 1.

The area in front of the brown door leading to the foyer must be kept clear at all times to allow emergency exit.

**Please allow enough room for all the doors to be opened fully.**

## Rubbish bins

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- Six council bins are housed in the metal enclosure opposite the Hassell Crescent entrance door. Four bins with green lids are for general waste and two with yellow lids are for recyclable waste. The bins are accessed by lifting the metal lids of the enclosure.
- At the completion of their session, Hirers are asked to remove rubbish from the kitchen and halls and dispose of their rubbish in the council bins. Please bring with you extra plastic bin liners to replace the ones you use during your session.

## Items that Hirers are required to supply

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If you are serving drinks or food, or will need to dispose of rubbish after your session at the Centre, please bring along the following items:

- **Bin liner bag** to replace bags used by your group to dispose of rubbish.
- **Dishwashing liquid** for washing by hand. (Special solutions are supplied for the automatic dishwasher)
- **Cloths** for dishwashing and wiping down tables and benches.
- **Tea towels** for drying cups etc.
- **Any other consumables** that you need for your session, eg whiteboard markers and eraser, pens etc.

## Lost Property Box

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Please check the Lost Property Box near the servery in Room 1 if anyone in your group has lost an item. Lost property will be disposed of at the end of each year.

## Hot and cold water for drinks – main kitchen

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There is a cold/chilled filtered water dispenser in the main kitchen next to the dishwasher.

### Hot water dispenser – main kitchen

**Caution** – this unit dispenses boiling hot water

#### To fill a cup:

Place cup under the spout and push and hold the red button (safety switch) at the right side at same time as pressing the red button on the front of the unit.



#### To fill a jug:

Press the red safety button on the right side and then lift the red lever button up (gently). This will lock the tap on and will allow the water to flow freely (without holding the buttons). When finished just push the lever down.



## Hot and cold water for drinks – Room 2

### There is a Hydro Tap in the Room 2 wet area.

It dispenses both boiling water for making tea and coffee and cold filtered drinking water.



Should the hydro tap not be working – please check the boiler unit switch (on wall).

If the boiler unit light is on (red light) please press the button.

The red light will go off – hydro tap is ready to use..

### CAUTION:

The Hydro Tap dispenses **BOILING WATER**



**SAFETY LOCK**

#### To dispense **hot water**:

- The safety lock requires two-finger operation.
- Press the safety button at the same time as pressing the red "**boiling**" lever.

#### To dispense **cold water**:

Press the blue "**chilled**" lever **ONLY** – please do not press the safety button for cold water



### No-Touch Mode

**Pulling up the red or blue lever** allows the tap to operate in a "no-touch" mode. Water will flow for a maximum time of 15 seconds.

To reset, return the handle to the "Off" position and repeat the step.

The lever has to be manually returned to the "Off" position.

## Toilets – Room 1

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There are 3 toilets available in Room 1. The entrance to the toilet area is past the offices.

### Magnetic Toilet Door



#### Outside the Toilet

- If the occupied light is lit then the toilet is occupied.
- If the green vacant light is lit the toilet is free to use.
- To gain access press the green button

**If you need to gain access** to the toilet (ie someone is unable to get out) then press and hold the green button for twenty seconds the door will open.



#### Inside the Toilet

- Push the red to lock button to lock the door
- The locked button will be lit
- To exit press the green button (push to open)

## Closing the Centre

### ☐ **Clean and tidy up**

- Leave the venue in a clean and tidy condition.
- Please bring cleaning cloths, dish detergent, tea towels and bin liner bags if you are using the kitchens.
- Stack furniture safely to prevent injury to others. For reasons of safety stack only 5 chairs high. Please stack chairs of the same type together – those with arms together and those without arms together. This reduces damage to the chairs.
- Fold trestle table legs and stack tables safely on the table trolleys (in each room).
- **Do not put any furniture in front of the doors, folding wall or storage cupboards.**
- Remove all rubbish and dispose in rubbish bins at Hassell Cr entrance (in metal enclosure).

### ☐ **Put away all equipment**

### ☐ **Check and lock all doors.** Pull doors closed securely. Push sliding bolts securely into place (upper and lower).

### ☐ **Hirers of Room 2 - Lock automatic opening foyer doors even if Room 1 is occupied (and out of Library Opening Hours).**

### ☐ **Close the folding wall between halls.**

### ☐ **Check and lock the main kitchen (if you used the kitchen)**

- Check ovens and stove are turned off, and kitchen is tidy.
- Check dishwasher is empty and drained (see attached instructions or information posted on the wall near the dishwasher.
- Close servery (pull down roller door).
- Check and lock the kitchen doors
- Turn off kitchen lights

### ☐ **Turn off room lights and air-conditioner.**

### ☐ **Set the Alarm**

### ☐ **Lock the main door with the key (return the key to the keybox)**

**Thank you.**



# Terms and Conditions

Please read carefully and provide all the requested information. The Terms and Conditions may be changed without notice.

Upon acceptance of the booking by the City of Melville (City), this becomes a binding agreement. The agreement is not intended to constitute a Landlord/Tenant agreement or become an agreement of hire or leasing. The City reserves the right to cancel any days and times on reasonable grounds with two (2) weeks' notice, or to request use of the facility for special purposes or events.

The City reserves the right to decline a booking if it does not align with the City's strategic objectives:

- Clean and Green
- Sustainable and connected transport
- Growth and prosperity
- Sense of community
- Healthy Lifestyles
- Safe and Secure

The Centre User (CU) agrees that in the event of any breach by them of any of the Terms and Conditions, the City shall have the right to cancel the booking or terminate the event or use and/or recover any loss or damages suffered by the City as a result of the CU's actions or omissions.

## 1.Usage and Fees

The CU shall adhere to and acknowledge the following:

- Sessions must be completed within the booked time of use listed in the booking application. Use of the venue beyond the time stated may incur an extra use charge.
- Fees for use of the venue shall be as fixed annually in the City's Schedule of Fees & Charges.
- CU may be charged a call-out fee as listed in the City's Schedule of Fees & Charges under Security Services, if the Community Safety Service (CSS) attends for non-urgent matters or due to failure to arm the venue's security alarm.
- From January 2022, casual guests who cancel their booking will be charged a non-refundable Guest Booking Fee of 2.5%.

## 2.Notification

The CU will notify the Community Centre Management at the earliest opportunity if any incident, injury or fire alarm activation occurs during their session.

## 3.Indemnities

The CU agrees to indemnify and hold harmless the City against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities.

#### 4. Insurance

The CU must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:

- a) Loss of, damage to, or loss of use of, any real personal property; and
- b) The bodily injury of or illness to, or death of, any person arising out of or in connection with the CU activity. The City may request a copy of the CU's 'Certificate of Currency' as part of the application.

#### 5. Change of details

The CU undertakes to advise the City immediately of any change of Responsible Representative (RR) or changes to address and other contact details.

#### 6. Supervision of Children

The CU confirms that they enter into this agreement on the following basis:

- a) The City does not represent the premises to be fit for use, this being the sole responsibility of the CU, who have inspected and examined the premises and have made their assessment.
- b) The CU is acquainted with all legal provisions relating to child care and agrees that no representation, undertaking or direction in this regard has been made by the City.

#### 7. Responsibilities

The CU shall adhere to and acknowledge the following:

- a) Set the security alarm and lock the venue at the completion of every use of the venue.
- b) Only the nominated RR of the CU is permitted to hold venue keys to access (unlock/lock) the venue. The CU shall return the hire key/s as soon as practicable after the last booked session.
- c) Use the venue only at the booked times and dates, and only for the purpose stated, and has the responsibility of ensuring that the venue is suitable and safe for the purpose for which it is used.
- d) Be responsible for the conduct of all persons during the booking
- e) Ensure the number of persons attending the venue shall not exceed the number listed on the "Public Building Regulation Certificate" in each room in the venue.
- f) Ensure areas used must be left in a clean and tidy condition, with all furniture and equipment returned to the location in which it was found. Remove rubbish on departure. Charges will apply for extra cleaning if required as a result of the group's session.
- g) The CU accepts full responsibility for any damage caused to the venue and/or its contents resulting from the use thereof. The CU undertakes to assist the city in the prosecution of any person/persons found to have wilfully caused any damage to the venue or its contents. If the CU notices any damage on entry to the venue this must be reported to Centre Management as soon as possible to ensure that CU will not be held responsible
- h) The City accepts no responsibility in the event of breakdown of services, utilities, but undertakes to exercise reasonable care and precaution in this regard.
- i) Smoking is not permitted in any part of the venue by any person at any time or within three metres of the building.
- j) Consumption of alcohol on the premises is strictly prohibited without a "Permit to Consume Liquor".

## 8. Fire Evacuation and Safety

The CU shall adhere to and acknowledges the following:

- a) The CU is not permitted to bring or use in the venue any equipment or appliances for cooking or heating, other than those provided in the venue.
- b) The CU is not permitted to bring or use in the venue any items that emit flame or smoke or heat.
- c) Electrical equipment belonging to the CU and used in the facility, must be tested and tagged (by a licensed electrician or appropriately qualified or trained person who is able to recognise electrical hazard or potentially unsafe conditions) prior to use of the electrical equipment in the venue
- d) The RR is required to undertake a site induction that covers safety, security and facility procedures.
- e) The CU is responsible for ensuring that all persons attending the booked session are aware of the emergency procedures and evacuation point.
- f) When the evacuation alarm sounds the CU must immediately evacuate their group.
- g) All doors will be kept clear at all times to allow exit in event of an emergency
- h) The CU must provide a first aid kit for all sessions.

## 9. Public Liability Insurance

"The Hirer must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:

- i. loss of, damage to, or loss of use of, any real personal property; and
- ii. the bodily injury of or illness to , or death of, any person

arising out of or in connection with the Hirers activity. The City may request a copy of the Hirers Certificate of Currency as part of the application"

"The hirer agrees to indemnify and hold harmless the City of Melville against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities."