

## Canning Bridge Community Space

# Information for Venue Users

### Welcome to the Canning Bridge Community Space

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

Please refer to this booklet **and** to the Terms and Conditions of Use, for information about your responsibilities when using the Community Space.

Please make yourself and others in your group aware of the safety information provided.

We hope you enjoy your time at the Canning Bridge Community Space

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



## Contact information

**Phone:**

(08) 9364 0148

**Email:****Community Centre Officers**

bg.bc@melville.wa.gov.au

**Community Centre Supervisor**

Teresa.campbell@melville.wa.gov.au.

**Street address**

Ground Floor  
63 Kishorn Road  
Mount Pleasant WA 6153

**Postal address**

City of Melville  
Locked Bag 1, Booragoon WA 6954

**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 (after hours) 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. (Call outs for no keys etc may incur a fee).

## Changes to bookings or contact details

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- Booking cancellations made via SpacetoCo up to seven (7) days prior to your booking will receive a full refund. Any cancellations made after this will not receive any refund.
- Feel free to phone or email us to discuss your requirements.

## Responsibilities of Venue Users

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- The User 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.*
- Users may only use and access the space at the times specified in their Booking Application. If additional time is required please contact us (if available and subject to approval).
- **Return of security cards** - Users who have a short-term or once-only booking are asked to drop off their swipe card in the white drop box located near the front door of the space. Users may be charged \$20 for lost swipe cards
- **Cleaning:** Users must clean the space (vacuum floor, wipe down sink, wash and put away dishes). Failure to leave the space in a clean state may result in additional fees. Cleaning must be done within the period booked. If the room is not in a clean state when you arrive, please notify us.
- **Keep door and emergency exit door clear at all times.**  
This door is your way out in an emergency so **DO NOT put furniture in front of any doors at any time.**
- Please be courteous to residents when onsite and extend this instruction to your group. Be mindful of noise, especially early mornings and in the evenings. Non compliance may result in a cancellation of your booking.
- Users are responsible for ensuring the safe evacuation of all persons in the room/s they have booked.
- Please ensure that you and your group are familiar with the **Fire Exit and Emergency Evacuation Procedure** (located on the wall near the Kitchenette). Review this information regularly with your group.
- Users are to keep a record of the number of people attending their session so that all persons can be accounted for in case of evacuation.
- No equipment or appliances for cooking or heating is permitted to be brought into the space, other than those provided in the venue..
- The User will notify the City at the earliest opportunity if any incident, injury or fire alarm activation occurs during their session.
- The maximum number of people permitted in the booked room must not be exceeded:

**Maximum number of people permitted: 50**

**Canning Bridge Community Space is approximately 100m<sup>2</sup> and the room has a maximum capacity of 50 people.**

# Emergency Evacuation Procedure

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**Users are required to inform participants about locations of Emergency Exits and evacuation procedures.**

**If you detect or smell smoke:**

- ➔ Stay calm
- ➔ Stop what you are doing
- ➔ **EVACUATE IMMEDIATELY** via the nearest safe **EXIT**
- ➔ Move calmly to the Emergency Assembly Point outside the building.
- ➔ If safe to do so, assist others and check no one has been left behind.
- ➔ Do not re-enter the building until the Fire Officer gives the all clear.
- ➔ **Call 000**

## Safety and Security

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### **Supervision of Children**

Children must be supervised by a responsible adult at all times in all parts of the venue.

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

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

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

Keep valuables out of sight. Keep doors closed/locked and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the City of Melville.

### **Report Risks and damage**

For safety reasons, please report any damage that you notice on entry to the venue, and any damage that occurs during your session.

### **Electrical Equipment**

All electrical equipment belonging to the venue user and used in the venue, must be tested and tagged (by a licensed electrician or appropriately qualified or trained person) prior to use in the venue.

### **First Aid**

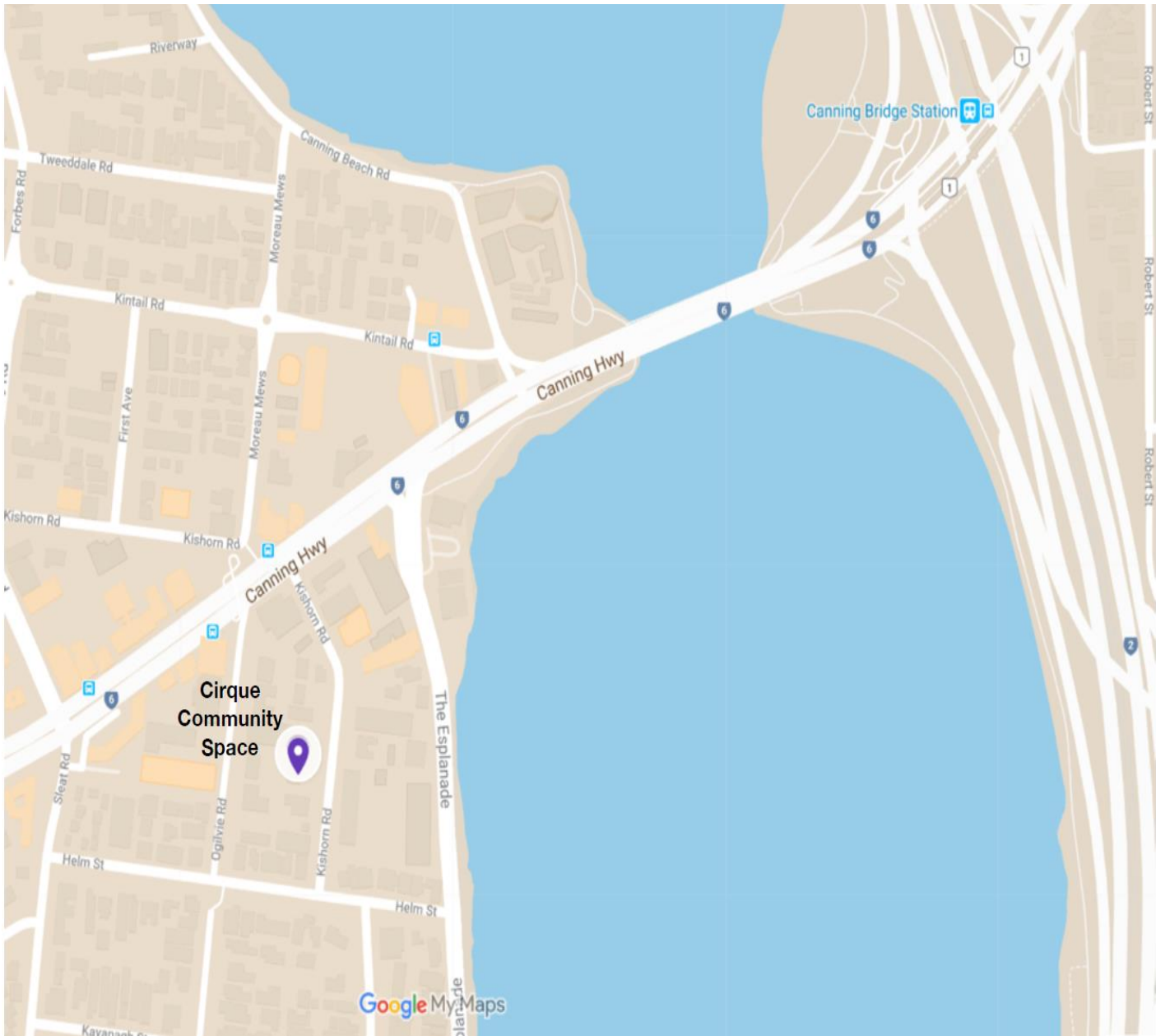
Users are required to provide their own first aid kit to suit the needs of their group while at the Venue.

### **Fire Extinguishers**

The location of fire extinguishers is shown in the Evacuation Maps displayed in the Venue..

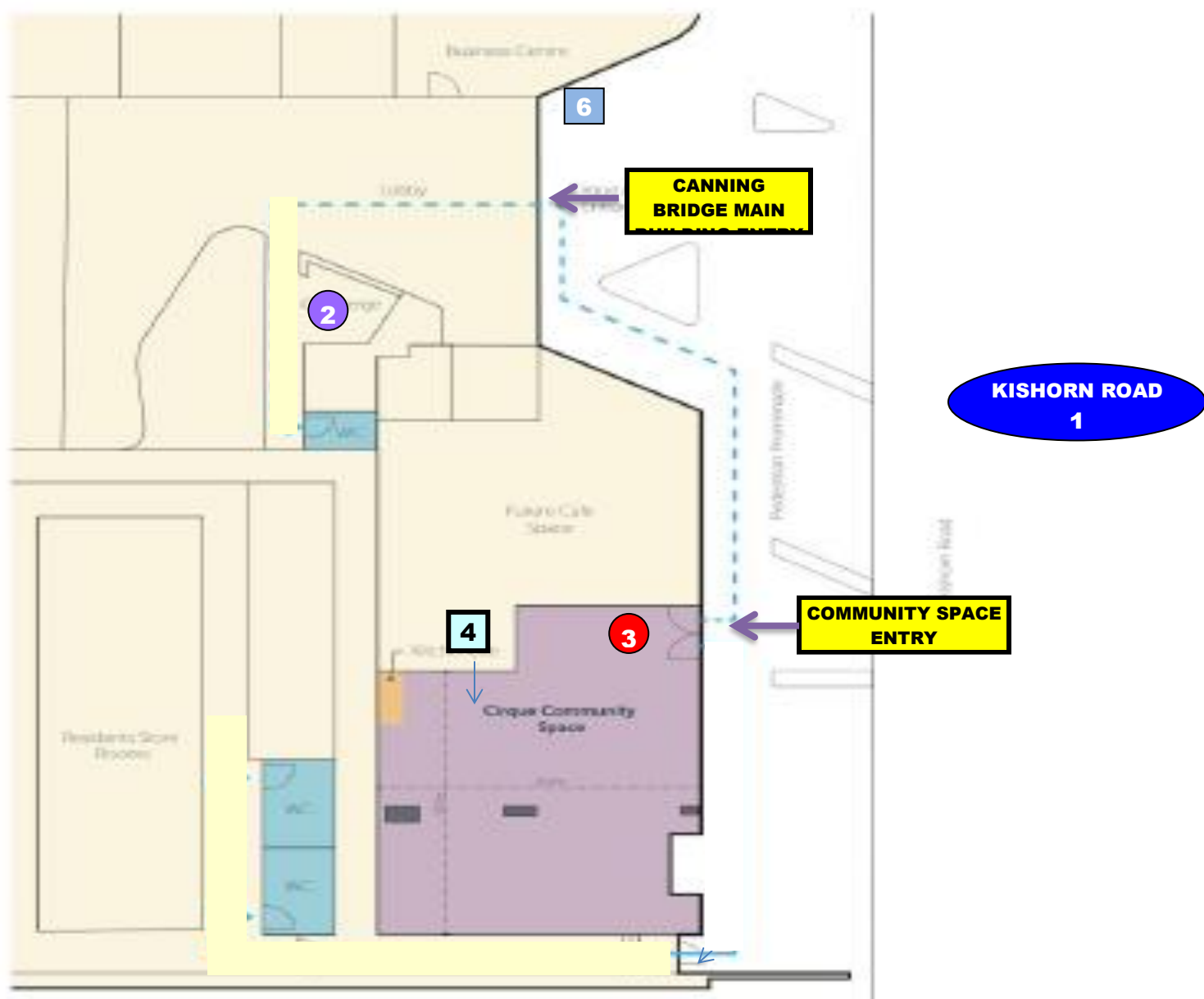
# Canning Bridge Community Space

The map below shows the location of Canning Bridge Community Centre...



# Layout of Canning Bridge Community Space

- 1** Kishorn Road
- 2** Canning Bridge Concierge Desk
- 3** Light Switch and Air Conditioner
- 4** Kitchette





## Swipe Cards

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There is currently no alarm, please ensure room is locked. For one off events drop off swipe card as designated below. Regular users will have their own swipe card for duration of booking.

Swipe for access



At the completion of your hire as you are about to leave we would ask that you put the swipe card in the white box (located next to the air conditioner panel). Please note that once the swipe card is in the box and you vacate the room you will not be able to re-enter.

## Parking and Transport

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Paid street parking (**please note that the first hour is free**) is available along Kishorn Road (\$2.20 per hour), Ogilvie Road (\$3.00 per hour) and the Esplanade north of Helm Street (\$2.20 per hour). Free parking is available a short walk into Mount Pleasant from the Canning Bridge Building.

Alternatively, the Canning Bridge Train Station is a 12 minute walk from the Canning Bridge Community Space and there are a number of bus routes along Canning Highway.

## Kitchen

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A small kitchenette is located in the room with running water, mugs, spoons, mini fridge and a kettle which is available for groups to use for the duration of their session only. Please remove your group's items before leaving the Centre.

## Signage

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You are most welcome to bring along A Frame signage for display during your activity. Please ensure that you take your signage at the completion of your activity.

## Items that Users are required to supply

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Users are required to provide:

- **Any other consumables** that you need for your session.
- Tea Towels

## Rubbish bins

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At the completion of their session, Users are asked to remove rubbish from the room. If you have hired during business hours, please ask the Concierge to open the Commercial Bin Room; if you have hired after hours please leave the rubbish bag in the hall outside the bin room as shown on the map Please bring with you extra plastic bin liners to replace the ones you use during your session. The entry to the bin room is via the Fire Pump Door Entry – swipe with fob key for access (located next to the resident's car park entry) walk down the corridor on your left door called Commercial Bins.



Canning Bridge Main Entry (Concierge)

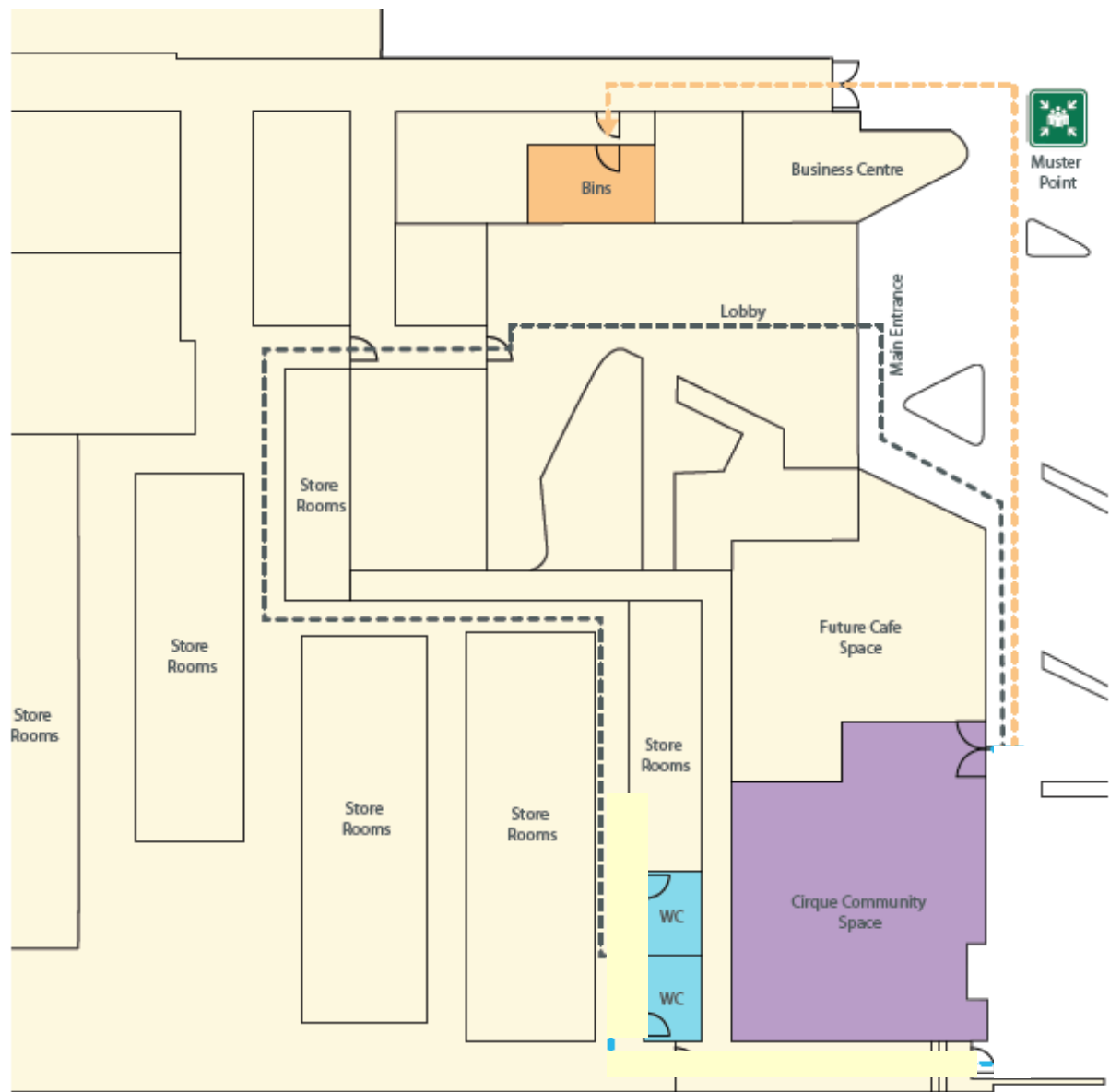
Fire Pump Door Entry (swipe grey box)



Please view the Bin Access Map.

# Canning Bridge Community Space – Bin

----- Direction to Bin Room



## Before Leaving the Centre

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**Before leaving the Centre please check that:**

- ☐ There is no one in the space
- ☐ All lights are turned off
- ☐ Air-conditioner is turned off (if you used).
- ☐ **All exit doors are fully closed and locked.**
- ☐ Furniture has been returned to correct storage area.
- ☐ All spaces used are clean, and cleaning items are returned to correct location.
- ☐ All your equipment is put away and participant belongings are collected.
- ☐ Rubbish is removed and put in bins located in the Bin Room (see map).
- ☐ Check the kitchenette (if you used) is tidy.
- ☐ If last hire please place your key in the keybox located next to airconditioner panel.

**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."