City of Melville

Applecross Community Space
Information for Hirers

Welcome to the Applecross Community Space

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

Please refer to this booklet **and** to the Terms and Conditions of Hire for information about your responsibilities when using the venue.

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

We hope you enjoy your time at Applecross Community Space.

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

Contact Information

Street address
Applecross Community Space
Level 1
10-14 Forbes Road
Applecross WA 6154

Postal address
City of Melville
Locked Bag 1
Booragoon WA 6954

Phone
(08) 9364 0125

Email
Community Centre Officers:
wcc.bookings@melville.wa.gov.au

Community Centre Supervisors:
sheridan.nairn@melville.wa.gov.au
kelli.featherstone@melville.wa.gov.au

Web site:
www.melvillecity.com.au

Emergency and Important Phone Numbers

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.
131247 MELSAFE - Call this number if you have any difficulty with locking up the venue and if you have called the Police for any reason. The security service will assist with securing the area and reporting any security concerns.

Changes to Bookings

- Booking cancellations can be made and a full refund will be made if cancelled 7 days prior to the booking date. No refund will be given for cancellations made after this. For cancellations beyond your control outside the free cancellation period, please contact the centre for further information.
- Feel free to phone or email us to discuss your requirements.

Responsibilities of Venue Users

- 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.

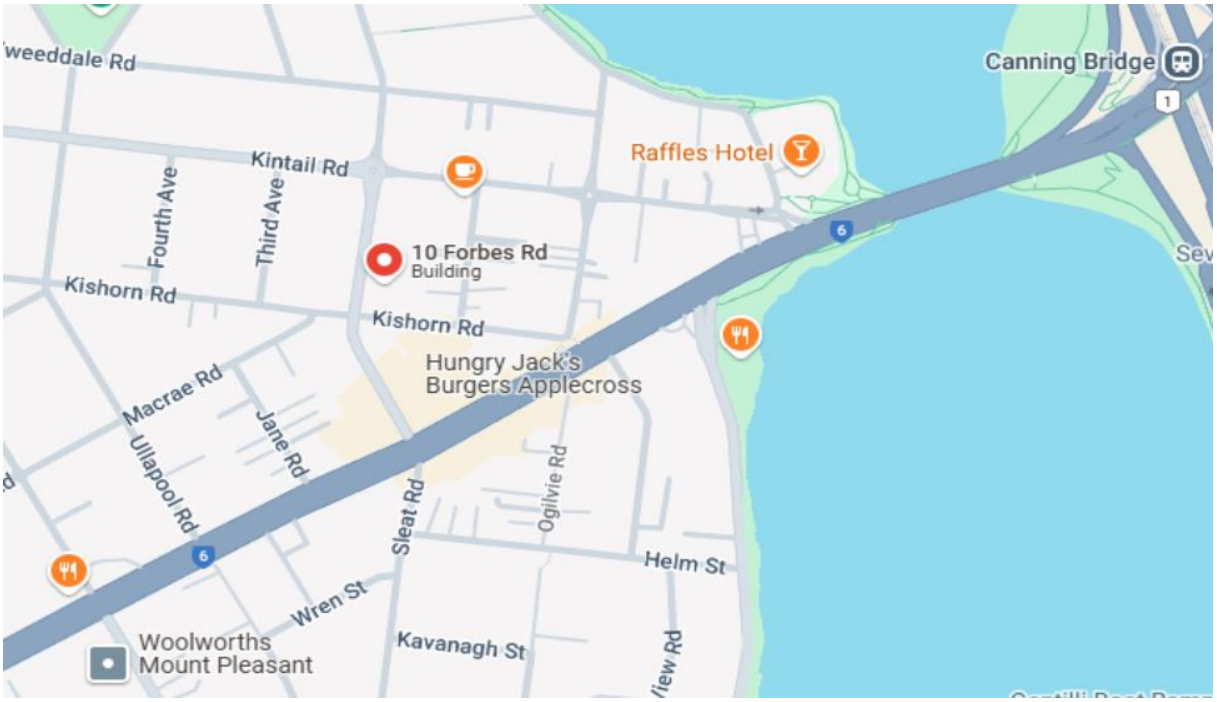
- Commercial ventures, sporting clubs, church groups and hirers with more than 12 casual bookings under the same account are required to hold public liability insurance. Please upload a copy of your insurance cover to your SpacetoCo account.

- The hirer agrees to indemnify and hold harmless to 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 (request will be pending availability and approval).
- **Cleaning:** Users must clean the space (sweep 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.
- **Rubbish: Users are welcome to use the bins in the Commercial Refuse Room located in the car park or take your rubbish with you.**
- **Always keep door and emergency exit door clear -** This door is your way out in an emergency, please **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** (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 are to be brought into the venue by hirers.
- No smoke or light machines are to be used 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
Applecross Community Space is approximately 100m2

Applecross Community Space

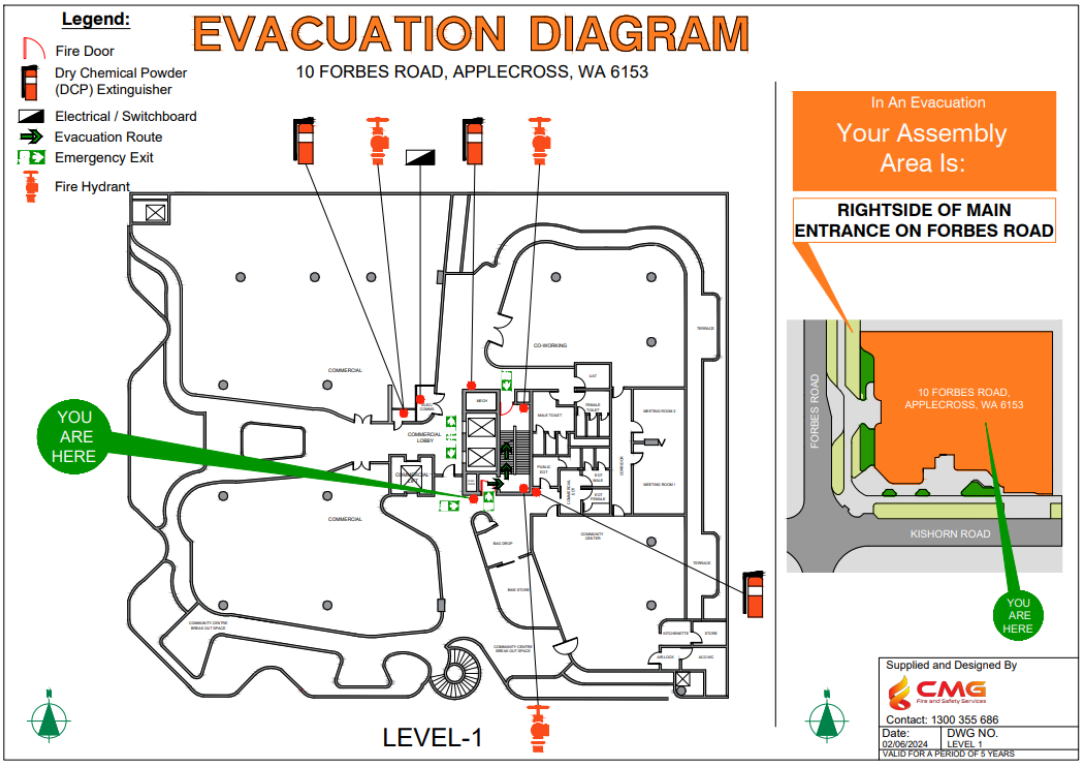
The photo below shows the Applecross Community Space, entry is via Kishorn Road.



Emergency Evacuation Procedure

Hirers are required to inform participants about 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**



Parking, Cycling and Transport

There is bike storage (bring your own lock) located on level 1 as well as a shower facility.

Street parking is available on Forbes Road and Kishorn Road. First hour is free (active parking session still required) $2.70 per hour thereafter.
Alternatively, there are a number of bus routes along Canning Highway.

Items that Hirers are required to supply

If you are serving drinks or food, 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.
- **Cloths** for dishwashing and wiping down tables and benches.
- **Tea towels** for drying cups etc.
- **Any other consumables** that you need for your session.

Safety and Security

Everyone appreciates having a clean and tidy venue for their activities. Keeping the venue clean and tidy is also important for safety. Achieving this requires the cooperation of all Users of the Hall.

Keep all doors clear

- To ensure clear access in an emergency, please do not put any furniture or other items in front of any door in the venue.

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 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

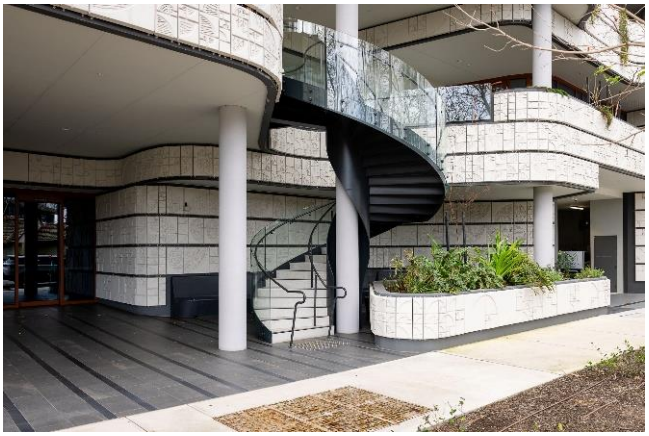
- No First Aid Kit located at the venue, Hirers to supply their own First Aid Kit.

Fire Extinguishers

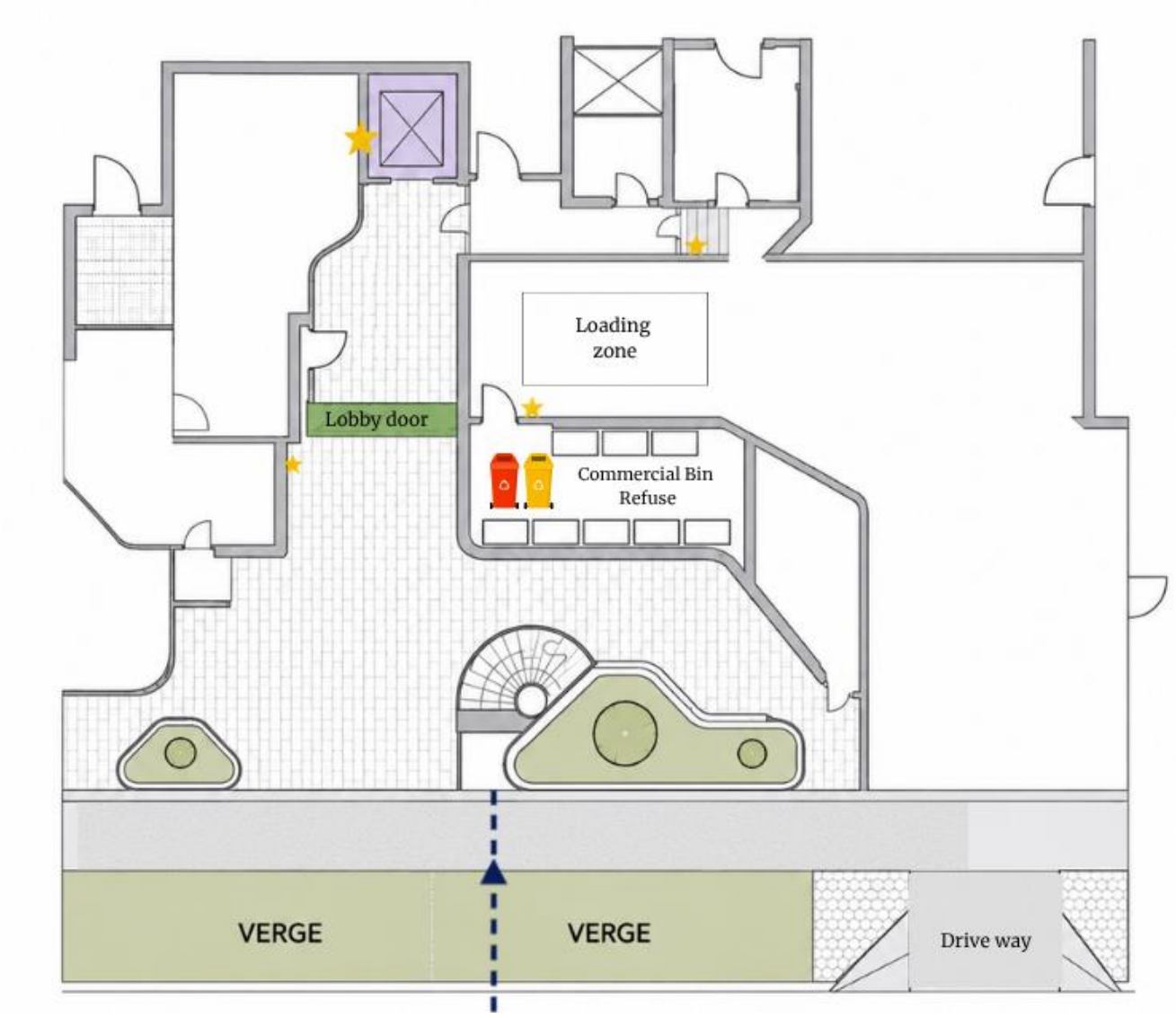
The location of fire extinguishers is shown on the Evacuation map displayed in the venue.

Opening the Centre

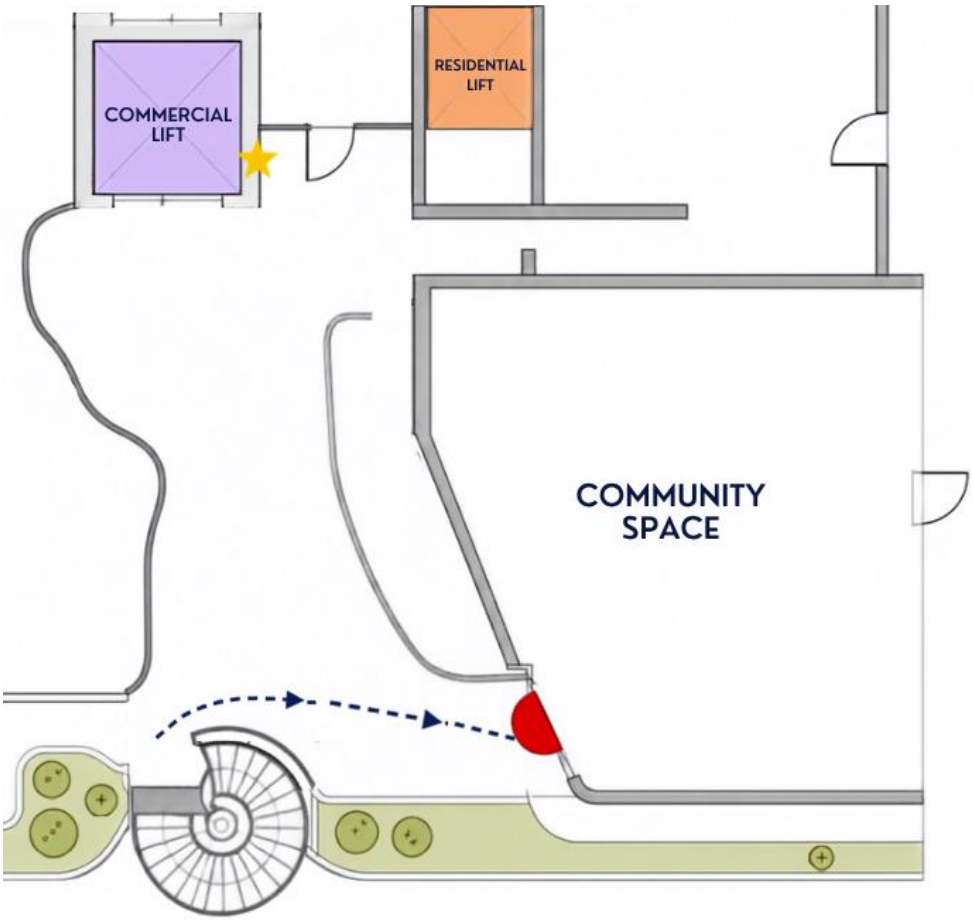
Entry is via Kishorn Road, take the spiral staircase to level one and the venue is located on your right. **There is no alarm on this building**



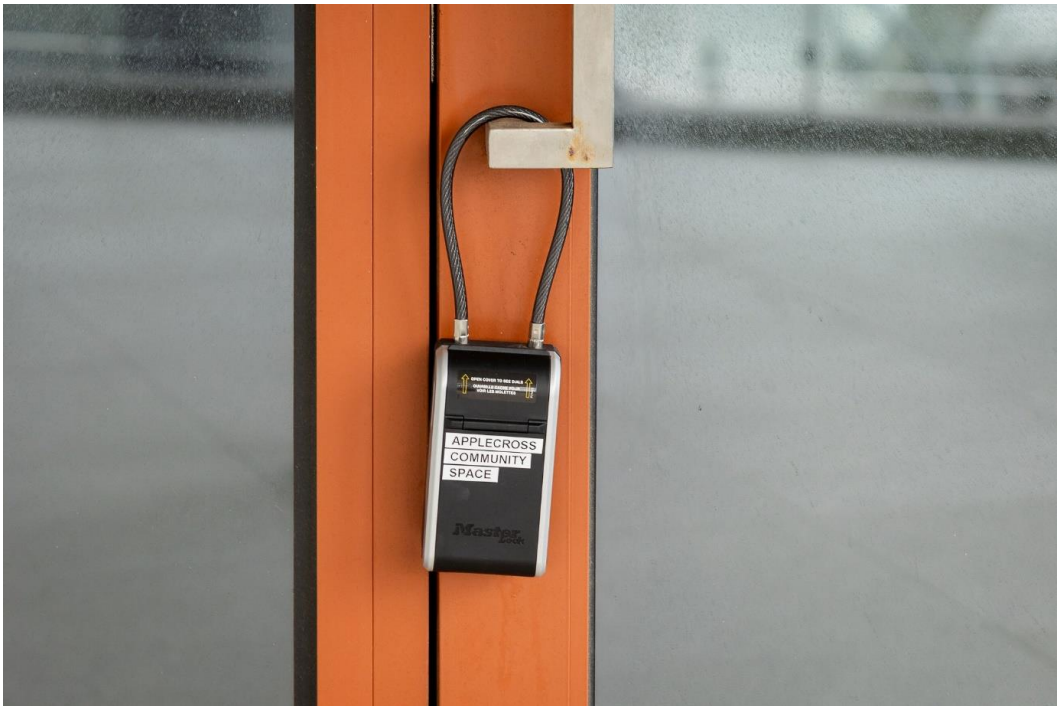
Entry via Kishorn Road



Level 1 - directions to Community Space

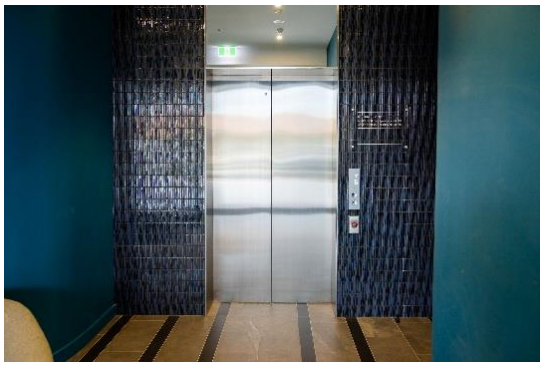


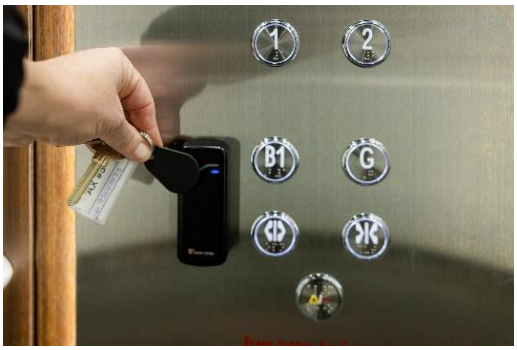
Lockbox
On the door is a lockbox, please enter the lockbox code sent to you via Space to Co, to retrieve the keys. If you require the lift, please use the black fob key for access. Please return the keys to the lockbox at the end of your session (and ensure number combination is not the code for the lockbox – please mix up the numbers).



Accessible access

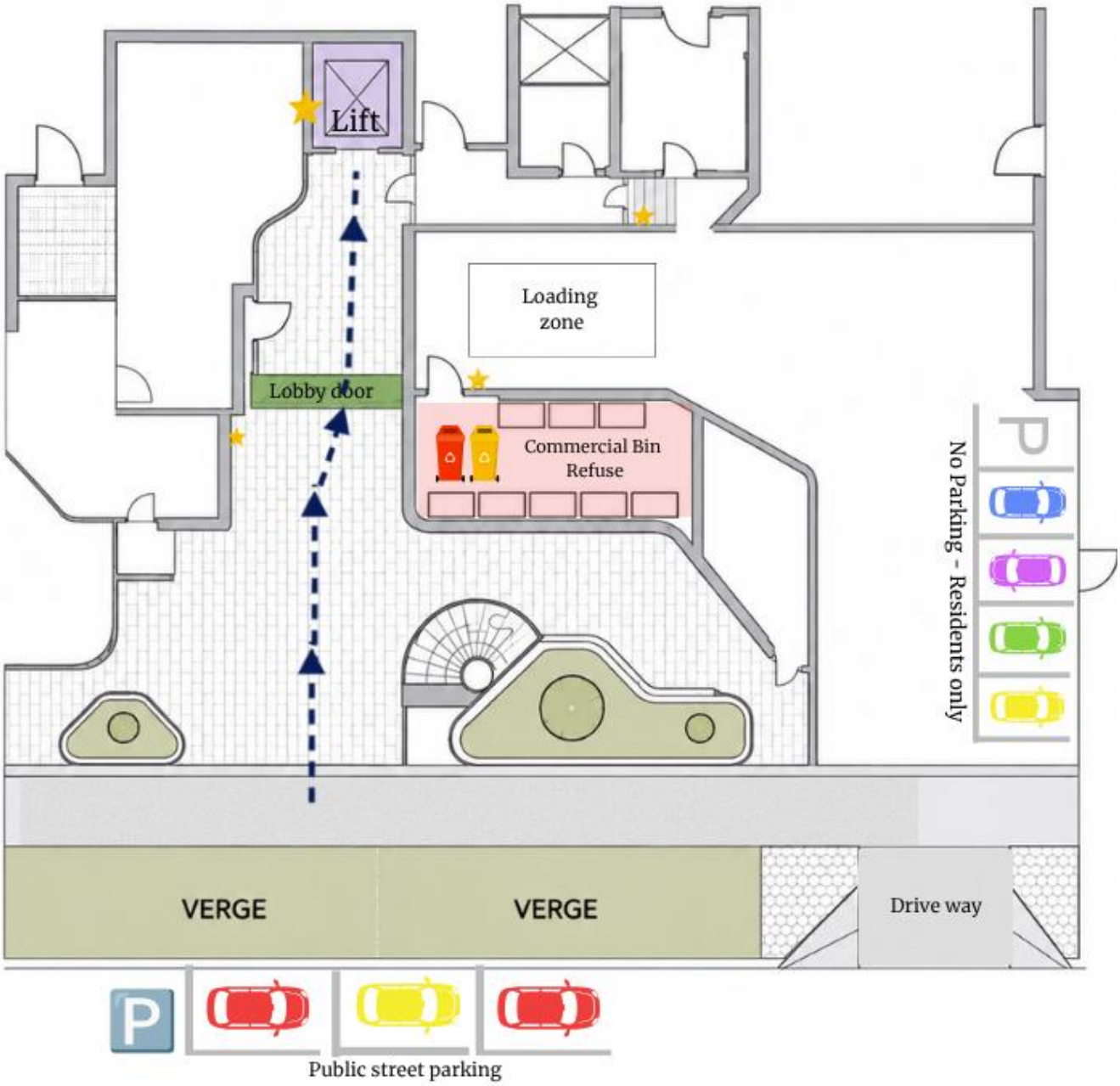
If you need lift access to the level one venue, please call Willagee Community Centre on 9364 0125 between 9.00 am and 4.00 pm, Monday to Friday, to arrange key collection. The fob key is required to operate the lift, which is located inside the foyer via the Kishorn Road entrance. To enter the foyer, place the fob on the top left corner of the panel to open the sliding doors. Once inside the lift, place the fob key on the black panel and press 1.



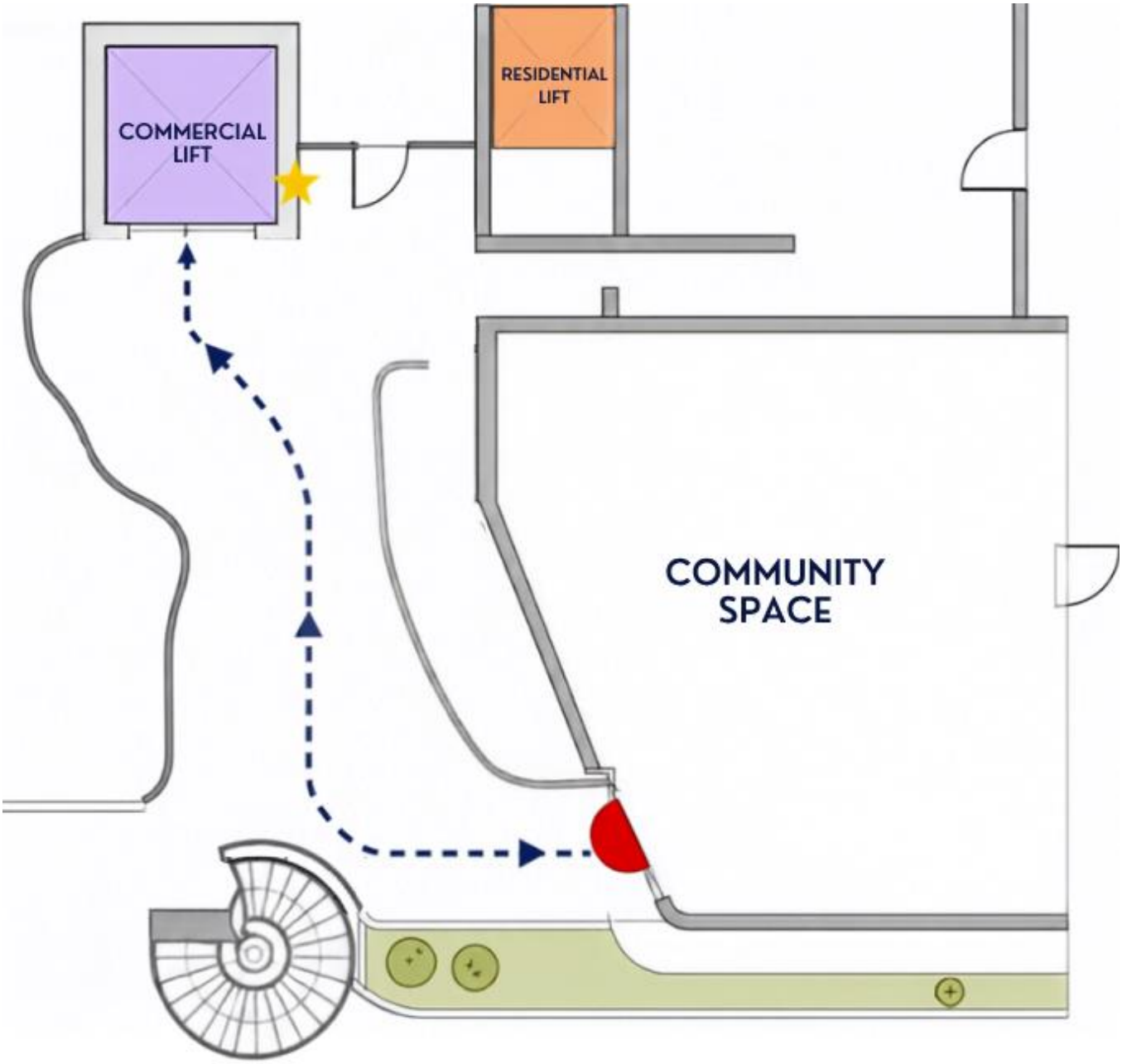


To exit the foyer please press the large green button next to the sliding doors.

Ground Level Map


Lift
Loading zone
Lobby door
Commercial Bin Refuse
No Parking - Residents only
VERGE
VERGE
Drive way
Public street parking

Level 1 Map



Air Conditioner

- The room has an air conditioner – the panel is located on the North facing wall.
- The recommended temperature for cooling in summer is 23-24 degrees for comfort. Please ensure that you turn off the air conditioner prior to leaving the venue.

Lighting

- Sensor lights will be activated when movement is detected in all areas of the venue.

Toilet

- There is one unisex toilet in the venue; this is an accessible toilet that also has a baby change table.

Kitchenette

- A small kitchenette is in the venue with running water, mugs, cups, water jug, cutlery, tongs, sharp knives, chopping board, side plates, serving platters, serving bowls, mini fridge and 2 kettles which is available for groups to use for the duration of their session only.
- Please clean and put away any items used. **Please supply your own tea towels and cloths to wipe down surfaces**. Please remove your group's items before leaving the venue.

Tables and Chairs

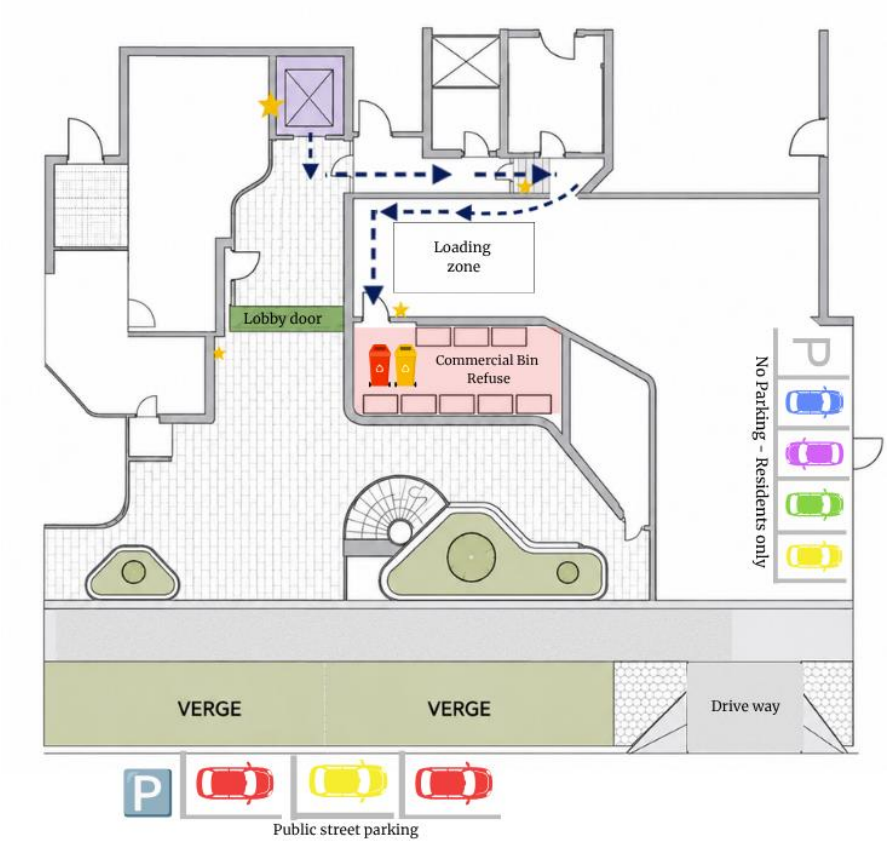
There are 5 tables and 25 chairs. Place return the furniture to the designated areas. Please place the chairs in stacks of 5 and provide clearance for the fire extinguisher.

Rubbish

At the completion of your session, **users are required to remove rubbish from the venue**. Please either take your rubbish with you or you are welcome to use the bins in the Commercial Refuse Storeroom located in the car park**. Please bring extra bin liners with you to replace the ones you use during your session.**

Access is via:

1. **Foyer** - Please use the fob key to access the foyer from Kishorn Road or via the lift if you are on level 1. Once inside the foyer please open the door located on the east side of the foyer, then directly in front open the next door. Take the few steps down into the car park and the Commercial Refuse Storeroom is located on the other side of the loading bay. Use the fob key to open the door and use the bins provided in this room.


Loading zone
Lobby door
Commercial Bin Refuse
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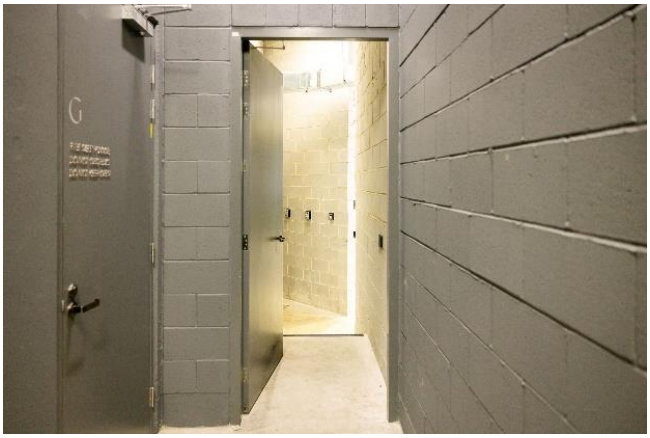
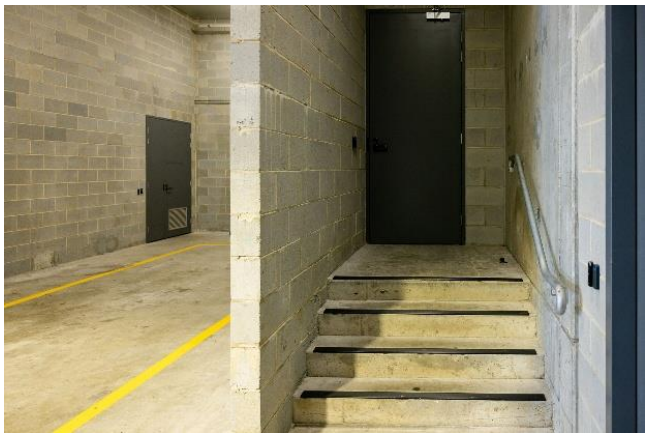
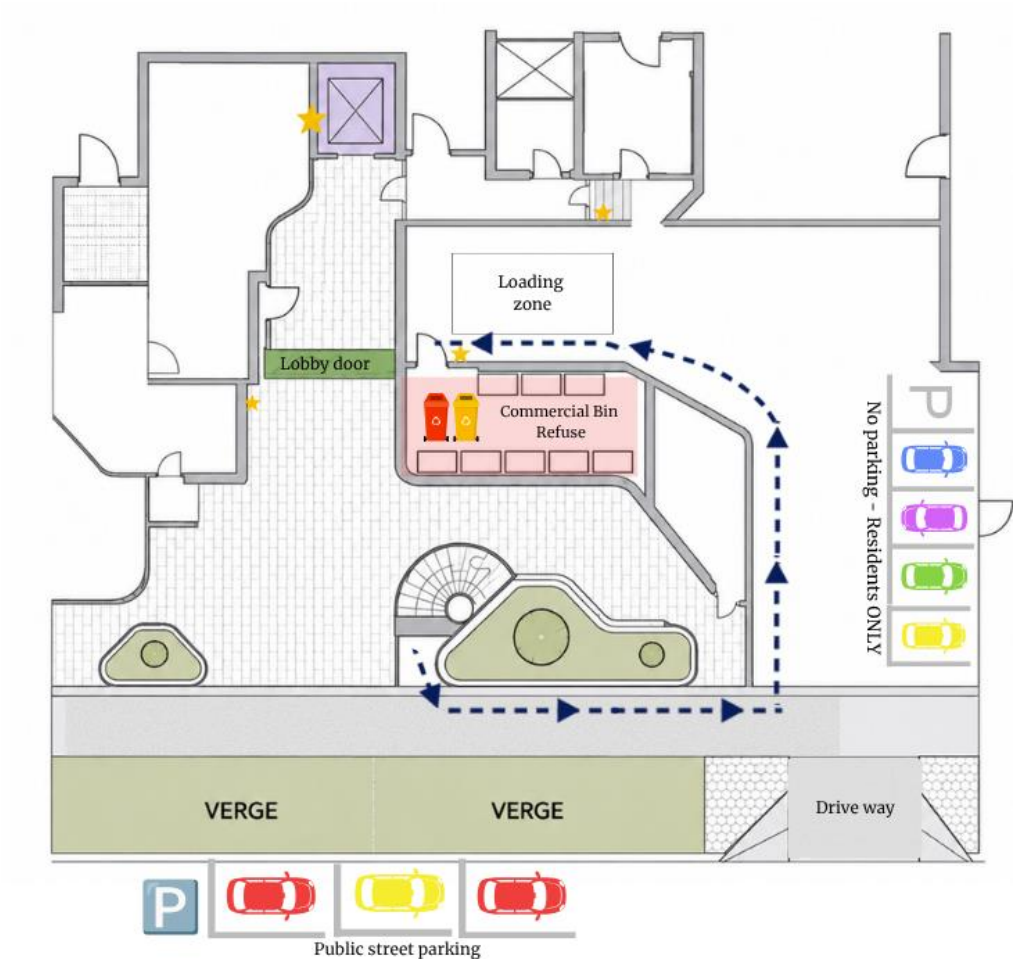
VERGE
VERGE
Drive way
Public street parking





2. **Car Park** – Please walk into the car park off Kishorn Road and turn left at the loading bay, the rubbish storeroom is located on your left-hand side, second door named Commercial Refuse Store. Use the fob key to open the door and place your rubbish in the bins provided in this room.



Locking up the Venue

Before leaving the venue, please check that:

- There is no one in the building (check toilets)
- Leave the venue in a clean and tidy condition.
- Stack furniture safely to prevent injury to others. Please place chairs in stacks of 5 with clearance to access the fire extinguisher.
- **Do not put any furniture in front of the doors, or the fire extinguisher.**
- **Remove all rubbish – replace bin liner**
- **Check and lock all doors.** Pull doors closed securely.
- **Kitchenette -** Please ensure kitchen is tidy and all items are put away.
- **Turn off the air-conditioner.**
- **Lock the main door with the key (return the key to the lock box - code as provided via Space to Co booking communications).**

Thank you.

Applecross Community Space Terms and Conditions of Hire

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, 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 Centre User (CU) shall adhere to and acknowledge the following:

a) 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.
b) Fees for use of the venue shall be as fixed annually in the City's Schedule of Fees & Charges.
c) 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
d) From January 2022, casual guests who cancel their booking will be charged a non-refundable Guest Booking Fee of 2.5%.

2. **Notification**

The Centre User 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. **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."

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.

If your event involves children or young people, you will need to ensure child safe practices are upheld. See Commissioner for Children and Young People. https://www.ccyp.wa.gov.au/our-work/

7. Responsibilities

The Centre User shall adhere to and acknowledge the following:

a) 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 and codes to access (unlock/lock) the venue. The CU shall return the key to the key lock box at the end of their 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:
50 at Applecross Community Space.

f) Ensure areas used are 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" having been issued by the City of Melville. Permits will only be provided for Art Exhibition openings and Fundraising events and at the discretion of the Willagee Community Centre Staff.

8. Fire Evacuation and Safety

The Centre User 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 hazards 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) All doors will be kept clear at all times to allow exit in event of an emergency.
g) The CU must provide a first aid kit for all sessions.