



15 Chelsea Road, Chelsea
 PO Box 159 CHELSEA VIC 3196
 Phone: 9776 1386

Email: reception@longbeachplace.org.au
www.longbeachplace.org.au

Reg No: A0016717P, Training Organisation ID: 3693
 ABN: 29 756 088 003

Regular/Casual Room Rental Application	Date of application
	/ /

Name of your group / activity:			
Contact person:			
Phone:		Mobile:	
		ABN:	
Address:			
Email:			

Name of organisation / person responsible for payment:			
Address:			
Email:			
Phone:		Mobile:	

Insurance

Are you auspiced by another organisation?

Yes No

If yes please attach a letter of authority.

Do you have your own public liability insurance?

Yes No

If yes, please attach a copy of your current insurance details.

It is the responsibility of hirers to have their own public liability insurance, for loss, damage and or injury to persons, equipment belonging to users while in use or left behind at the centre

Date/s required:			
Room/s required:			
Time required: <i>Include set up & clean up time</i>			
Resources required: <i>Eg: Whiteboard</i>			
Your payment method: <i>Eg: Invoice, payment on the day</i>		Amount Due	
Additional expenses:		Add 10% GST	
Cost per Hour: <i>- To be advised -</i>		Total amount due:	

Cancellations:

Please advise us by phone (9776 1386) and email (reception@longbeachplace.org.au) within 3 working days prior to your booking if cancelling, otherwise a cancellation fee may apply.

Please sign here:

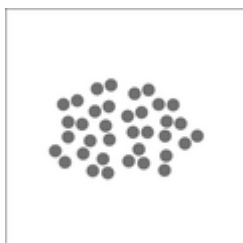
Date:

The following rooms are available for hire:

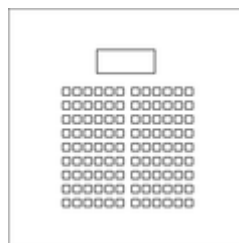
	Size	Capacity
Chelsea Rm 1	6m x 7m	20 Theatre, 15 Classroom, 15 Boardroom, 30 Reception
Thames Rm 2	6m x 7m	30 Theatre, 15 Classroom, 15 Boardroom, 30 Reception
Chelsea/Thames 1&2	12m x 14m	50 Theatre, 30 Classroom, 15 Boardroom, 70 Reception
Kingston Rm 6	6m x 4m	20 Theatre, 15 Classroom, 15 Boardroom, 20 Reception
Broadway Rm 3	5m x 5m	11 Classroom, 15 Classroom (no laptops), 20 Theatre
Swanpool Rm 4		10 theatre, 6 Classroom, 8 Boardroom
Oakwood Rm 5	12m x 14m	50 Theatre, 30 Classroom, 15 Boardroom, 70 Reception

Room Set-Up Examples

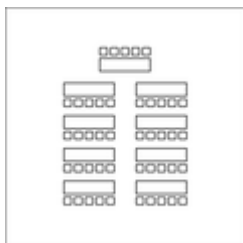
Reception: Stand-up social function



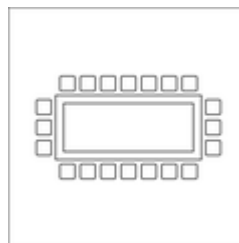
Theatre



Classroom



Boardroom:



For availability or further information on hiring our facilities please call 9776 1386 or email reception@longbeachplace.org.au

Longbeach PLACE reserves the right to refuse or cancel bookings if necessary.

Building Access

Hirers will be given instructions on accessing the key and deactivating the alarm as necessary. It is preferable that hirers come to the Centre to be shown this process however, printed instructions can be emailed. The hirer will be charged for any call out fees incurred from security response. Keys are not to be copied or given to a third party. There will be a charge for lost keys.

Fees

- The hiring of the Centre is arranged between the manager and the Governance Committee. The Governance Committee /Manager reserves the right to refuse the hire without stating the reason for doing so.
- If there are any concerns regarding damage or cleaning will be discussed at a Governance Committee meeting and you will be advised of the outcome.

Your Responsibilities

- Ensure you are aware of how to enter and exit the building and how everything operates.
- Smoking is not permitted inside the building. Please dispose of cigarette butts responsibly.
- To ensure the Longbeach PLACE staff and Governance Committee are told the true definition of the Hire. The bond will not be returned if there intentionally misleading information is given. Underage parties, after parties, rave parties and any other high risk parties are not permitted.
- Children are to be supervised at all times.
- Ensure no property is damaged, removed or stolen from the Centre during the period of hire.
- Hirers need to clean up and vacate the building at 10.30 pm as the alarm activates automatically and hirers are responsible for the costs of a security call out fee of \$220. It is the hirers responsibility to ensure they follow the instructions to securely lock the premises on exit.

Music and Noise

Longbeach PLACE is located in a residential area therefore, we ask hirers to respect local residents and keep music and noise to a minimum level. Please leave the premises quietly.

Decorations (if applicable)

- All decorations must be removed at the end of the function/meeting. BlueTack is allowed, however sticky tape, nails or pins of any description are not.
- Due to high ceilings helium balloons will need extra-long strings.
- Do not leave helium balloons in the Centre as they will trigger the alarm after hours and will result in a security call out fee.
- Paper confetti or metallic scatters are not to be used due to the excessive cleaning required.

Safety

- Naked flames including candles are not permitted within the Centre.
- Exit signs and doors are to be kept clear at all times.

Food

- Food must be prepared in the kitchen only.
- BBQ's and spit roasts must be operated outside the Centre.

Cleaning

- It is a condition of use that all areas are left clean and tidy.
- All rubbish must be removed from the building and disposed of in the bins provided.
- All cleaning and clearing must be completed immediately after the function. Tables and kitchen surface areas must be wiped down.
- The stove, microwave and refrigerator must be left clean after use.
- The toilets are to be left clean and left in working order.
- Bottles and rubbish must be placed in the large bins provided outside in the front garden.
- All lights, urns/ heaters/coolers must be turned off at the end of the function.
- The cost of any extra cleaning/clearing/repair required to be done by the Longbeach PLACE staff and cleaner will be deducted from the bond.

IMPORTANT NOTE: It is the responsibility of the hirer that rooms are left in the same configuration as they were found. (This diagram can be found on the fixed whiteboard in the room you have hired).

Damages

- The hirer is responsible for the replacement or repair of any damage caused by their guests during hire.
- City of Kingston, the Governance Committee or Longbeach PLACE will not be liable for any loss, damage or legal liability incurred by the hirer.
- The hirer must inform the Manager of any damages occurring during the function.
- Provide photos as evidence if you found damage on arrival to the premises.
- The bond will be retained to cover costs of repairs of damage or loss during the hire of the venue. If damage and or loss exceeds the bond the hirer is liable to cover the remaining costs.
- The hirer shall not sublet the facility or any part thereof.
- The Governance Committee reserves the right for Longbeach PLACE committee members and/or staff to enter the Centre at any time without notice.
- If you experience a problem during your function, e.g., power, water etc, please contact City of Kingston 1300 653 356. This is an after-hours emergency only number. For any other emergency contact 000.

COVID 19

Please abide by the Longbeach PLACE COVID plan and check <https://www.coronavirus.vic.gov.au> for up-to-date guidelines.

All hirers are responsible for following the COVID 19 guidelines.

- Sanitise hands on entering the building and when leaving
- Stay home if you have any signs of sickness and get tested

Please return this completed form to Longbeach PLACE reception@longbeachplace.org.au