

Red Cliffs Community Resource Centre Inc.
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Updated 1st June 2020 **COVID-19 Compliance**

Booking Form for the use of the Red Cliffs Community Resource Centre

- Large meeting room down stairs Tea Room facilities Social Hub, large kitchen
- Upstairs Boardroom Upstairs class room Office space catering required
- BBQ hire *conditions apply Equipment. (To be arranged **BEFORE** the booked date.)

Details of Group: All Details need to be filled in

Name of Group _____ Contact Name _____

Postal Address for invoicing _____

Contact Telephone number _____ # require at least 2 forms of contact

Mobile _____

Email _____

A credit account application form is attached and needs to be filled before the booking can go ahead

Is your group non for profit? _____ Is your Group Incorporated? _____

Details of Use:

First Date of Use / / (all dates must be completed on the following page for 12 months)

Times required: From _____ am/pm to _____ am/pm

Purpose of use: _____

How many people will be attending? (**Rooms have COVID-19 restrictions in place**) _____

Public Liability:

I have current public liability insurance certificate I do not have public liability insurance

Dates Requested _____

Red Cliffs Community Resource Centre Terms and Conditions of Use

COVID-19 Practices. From June 1st 2020

1. Participants to not attend the Centre if they feel unwell.
2. It is the responsibly of the hirer to keep a register of who attends every session. Date, Name and contact details. Hirer to keep the record on file.
3. Hirer to comply with the 1.5 metre social distancing between people.
4. Hirer to comply with the maximum amount of people per room.
5. Hirer to sanitize the tables after each use.

Hiring

1. All groups wishing to hire the Centre are required to fill out a booking form and it is to be signed
2. This booking is to be confirmed in writing by the Executive Officer (EO) before it can commence.
3. All groups to undertake an induction of the Centre.
4. The Red Cliffs Mens shed is not for hire.

Rooms hired

1. The hirer will only have access to the room they have hired, as the other rooms may also be in use.
2. The hirer will also have access to the toilets and Tea Room kitchen.

Keys:

1. If required, a key code will be given for the keys to the RCCRC. This code changes regularly.

Fees:

1. To be stated in the confirmation of agreement made in writing with the Red Cliffs Community Centre.
2. This Fee is to be paid monthly or by arrangement with the Executive Officer.
3. A receipt will be issued upon request.

Lighting:

1. All lights, except exit lights, to be turned off when you vacate the premises.
2. Main light switches are in the switchboard.

Heating/cooling:

1. Downstairs and upstairs have a separate heating unit. The remote for Downstairs is situated on the west wall in the reception area. Upstairs the remote is on the East wall. Temperature is to be set no higher than 22 C.
2. Controller for the cooling downstairs is located in the main meeting room, next to the Kitchen door.
3. Cooling upstairs is the same unit as the heating.
4. Please ensure the heating/cooling units are turned off when you vacate the premises.

Furniture:

- Furniture may be rearranged but please return to the original position before vacating the premises. No furniture is to be taken from the centre without prior consent from the coordinator.

Phone, Photocopier

- These are not to be used.

Equipment

1. Supplied on request.
2. White board. Please use white board markers only on the whiteboard.
3. Projector * to be prearranged with the Executive Officer.

Catering

1. No tea or coffee will be supplied but the urn is able to be used for hot water. Please ensure that the urn is turned off before vacating the premises.
2. Fridge may be used for storage of food/drinks.
3. Please HOT wash all cups/plates etc. after use
4. Catering can be supplied on request.*

Cleaning

1. The Centre is hired on the understanding that the hirer is responsible for leaving facilities in a clean and reasonable condition. Sanitize tables after each use.
2. BBQ to be cleaned and covered. *Conditions apply for Use, induction required.

Security and Safety

1. All windows and doors must be locked before vacating the premises.

General Conditions of use:

1. Strictly no selling of Alcohol on the premises or its surrounds
2. Minors must be under adult supervisions at all times
3. Community groups may not sub-contract the facility to other people.
4. This is strictly a NON-SMOKING Facility, this includes the outdoor area in the backyard.
5. All user groups to sign in the user group book that is situated on the reception desk.
6. Numbers of how many were in attendance need to be recorded in the book as well.

Insurance

The Red Cliffs Community Resource Centre is permitted to allow a group to use our facilities without the hirer to have liability insurance. However, the centers policy will not cover any negligent acts of the hirer, guests, customers or participants. To cover their exposures, the hirer/group must have their own insurance.

Breach of Conditions of Use

Failure to comply with any one or more of these conditions of use will constitute a breach of conditions and will result in a forfeit of the right of use of this facility.

Hiring agreements and charges are determined annually

Please note: Bookings may be altered from time to time to due to unforeseen circumstances.