

Multicultural Hub

Casual User Booking Application Form

Section 1 Organisation Details	
1. Name of organisation	
2. Contact person	
3. Postal address	
4. Suburb	Postcode
5. Email	Phone
6. Contact number during event time(s)	Fax
7. ABN	
8. Organisation Type (select one from options below 8.a to 8.d):	
8.a <input type="checkbox"/> Small Community Group: <input type="checkbox"/> Within the City of Melbourne boundaries <input type="checkbox"/> Outside the City of Melbourne boundaries To be eligible in this category you must provide Not for profit status documentation including evidence; <u>must supply one of the following (8.a.i or 8.a.ii):</u> 8.a.i <input type="checkbox"/> Incorporated Association/ company limited by guarantee must provide a copy of their last Annual report as evidence of annual turnover of less than \$150000 OR 8.a.ii <input type="checkbox"/> An unincorporated Association must provide a statutory declaration signed by your current president or chairman & witness by legally authorised person declaring your annual turnover and that you have no paid staff.	
8.b <input type="checkbox"/> Not for Profit NGO: <input type="checkbox"/> Within the City of Melbourne boundaries <input type="checkbox"/> Outside the City of Melbourne boundaries Incorporation status: <input type="checkbox"/> Incorporated Association <input type="checkbox"/> Not Incorporated <input type="checkbox"/> Company limited by guarantee	
8.c <input type="checkbox"/> Government (includes statutory authorities) Primary or Secondary School; TAFE/University <input type="checkbox"/> Within the City of Melbourne boundaries <input type="checkbox"/> Outside the City of Melbourne boundaries	
8.d <input type="checkbox"/> Commercial/ Private <input type="checkbox"/> Within the City of Melbourne boundaries <input type="checkbox"/> Outside the City of Melbourne boundaries	
9. Public Liability Insurance Details: Please Provide a copy of your Certificate of Currency Policy Number: _____ Expiry date _____ If you don't hold Public Liability Insurance please mark this box <input type="checkbox"/> (Terms & condition item no 13)	

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10. Target Group <input type="checkbox"/> Senior migrants <input type="checkbox"/> New and emerging (including refugees) <input type="checkbox"/> International Students <input type="checkbox"/> Indigenous <input type="checkbox"/> Multi-faith <input type="checkbox"/> Community group <input type="checkbox"/> Established migrant group <input type="checkbox"/> Other (please describe)					
11. Ethnicity:					
Section 2 Activity/Event Details					
12. Name of Activity/Event					
13. Date (s) required					
14. Times required - please include time for set up, pack up/tidy up. You will have half an hour after function ends for sanitise tables and chairs.	Time access required from	Time function commences:	Time function ends:	Time to sanitise tables, chairs & AV equipment	Total hours of booking
15. Event Type		<input type="checkbox"/> Meeting <input type="checkbox"/> Launch <input type="checkbox"/> Workshop <input type="checkbox"/> Celebration <input type="checkbox"/> Cultural Event <input type="checkbox"/> Health & exercise <input type="checkbox"/> Other please describe			
16. Number of attendees		(STRICTLY cannot increase number of attendees under any circumstances once your booking has been confirmed)			
17. Preferred room/s (Please find attached Room Capacity List)	1 st preference				
	2 nd preference				
	3 rd preference				
	Whatever is available	<input type="checkbox"/>			
18. Additional equipment (Fees apply)		<input type="checkbox"/> White Board (COVID-19 guidelines - Please provide your own white board markers and dusters) <input type="checkbox"/> Data projector <input type="checkbox"/> Microphones <input type="checkbox"/> Laptop computer Cleaning: COVID-19 guidelines: At end of the meeting, all equipment used must be sanitized following COVID-19 cleaning guidelines. Please refer to attached "COVID-19 Operational Guidelines"			

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19. Catering arrangements (Please refer COVID-19 guidelines)	<input type="checkbox"/> No food will be served- <input type="checkbox"/> Participants will bring their own water bottle and take the bottle with them at the end of the meeting <input type="checkbox"/> Food will be served (please provide a copy of catering company COVID safe plan)																					
20. Room set up and pack-up	<input type="checkbox"/> We will set up and pack-up the room (COVID-19 guidelines: At the end of the meeting, each table and chair needs to be sanitized following COVID-19 cleaning guidelines and returned to its original location. Please refer to attached “ COVID-19 Operational Guidelines”																					
21. How many chairs and tables do you require?	<p style="text-align: center;">Tables (Dimensions, 1800x900 cm, all other rooms except Gallery and Rehearsal 150 x 75 cm)</p> <p style="text-align: center;">Chairs</p> <p>Please refer to attached Room Capacity List to find out available chairs and tables in each room</p>																					
22. Car parking space (Fees apply)	<input type="checkbox"/> Number required (Maximum 8 car parking spaces subject to availability) Please advise people who will use the car park, to wait at the roller door in Therry St and phone 9092 1500 to access																					
23. Promotion	Would you like the Hub to promote your event via our Facebook site? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please email weblink and/or flyer to manager@multiculturalhub.com.au																					
24. Disabled access	Should there be an emergency evacuation, we need to inform services such as Fire and Ambulance if there are people in the building that require special assistance. Will people be attending that have special mobility needs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe																					
25. Payment: All fees must be paid in advance	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> EFT Card Number <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> Expiry Date Name on Card Signature																					

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26. Declaration: To confirm your booking request, you must sign this declaration and then email to bookings@multiculturalhub.com.au

I (insert name)

Being the authorised representative of

Declare, that I have read and accept the terms and conditions of usage of the Multicultural Hub (page 4-8) [noting in particular Multicultural Hub COVID-19 Operational Guidelines.](#)

Signature

Date

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MULTICULTURAL HUB TERMS AND CONDITIONS OF HIRE

The Multicultural Hub aims to provide a safe environment for all to enjoy free from discrimination or harassment of any kind, all users are expected to respect the nationality, ideas, beliefs, opinions, ethnicity, religion, gender and age of others using the Hub at all times.

Multicultural Hub management has a collective role as part of the broader community to help minimise transmission of Coronavirus (COVID-19) and protect all Hub users, volunteers and staff. Therefore, please carefully read attached Multicultural Hub COVID 19 guidelines.

1. Hire Fees: Hire fees must be paid in advance of the booking. Additional fees will be charged if the room is not vacated within 15 minutes of the booked time

2. Bond: Hub Management may request the payment of a \$300 bond for any booking. If requested the bond must be paid 14 days in advance of the booking and will be refunded if the Hub is left in good condition within 28 working days of the conclusion of the booking. Cleaning and repair charges will be deducted from any bond if required.

3. Cancellation: The following cancellation fees apply:

- If you cancel 30-45 calendar days prior to your confirmed booking: a \$25 cancellation fee applies (or the full amount of the room booking fee whichever is less)
- If you cancel 16-29 calendar days prior to your confirmed booking: a \$50 cancellation fee applies (or the full amount of the booking fee whichever is less)
- If you provide notice 8- 15 calendar days prior to your confirmed booking: a \$75 cancellation fee applies (or the full amount of the booking fee whichever is less)
- There will be no refund for room bookings cancelled within 7 calendar days of the event

**All cancellations must be confirmed in writing to
bookings@multiculturalhub.com.au**

3a Refunds: Refunds will be issued less the cancellation fees in accordance with point 3.
Refund can be done only if you have no outstanding accounts with AMES.

4. Children Supervision: Children are very welcome at the centre. We do ask that children are supervised at all times and are not permitted to roam outside the hired room or tamper with displays and equipment. It is also a safety requirement that young children be accompanied to toilets.

5. Room Pack Up & Cleaning: The premises and facilities must be left in a clean and tidy condition by the hirer prior to vacating the premises.

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- All rubbish and recycling **MUST** be disposed of in the appropriate bins inside the meeting room.
- **All tables and chairs must be sanitised**
- At the end of the function all furniture must be returned to its original location.
- Any item left in the hub is at your own risk.
- Failure to comply with any of these conditions could lead to additional charges.
- Set up and pack-up of the Venue is the responsibility of the Hirer.

6. Damages: The hirer will be liable for replacement or repair of any items or areas damaged by their guests. It is the responsibility of the hirer to inform the Hub staff of any damages which occurred during the course of the function, further penalties may apply if undisclosed.

7. Smoking: The Multicultural Hub is a non-smoking venue and this. Smoking is not permitted inside the buildings at any time. This includes the Car Park.

8. Furniture: Please take care not to scrape, bump or chip furniture, walls, floors or doorways while moving furniture and equipment. All items of furniture must be returned to the appropriate storage area or stacked within the room as instructed by staff. Failure to do so may result in additional charges.

9. Catering: Refer Hub COVID 19 guidelines.

10. Alcohol: **During COVID-19 pandemic period, alcohol is not allowed inside the Hub meeting room.**

11. Obstructions: The Hirer must ensure that all Emergency Exits, Access Ramps and Stairways remain clear at all times.

12. Insurance: Hirers of the Council owned or controlled facilities not otherwise insured are covered under the Council's Community Liability pack provided the number of hires does not exceed 52 times per year per hire and hirers are not for profit.

Unless the hirer is covered under the " Council's Casual Hirers of Council owned or controlled facilities" Insurance Policy, the hirer shall at all times during the agreed term, be the holder of a current Public Liability Insurance Policy in respect of the activities specified herein providing coverage for a minimum sum of twenty million dollars \$ 20,000,000. The Public Liability Insurance shall be effected with an insurer approved by council. The public Liability Insurance shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer.

13. Indemnity: The Hirer agrees to indemnify and to keep indemnified the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with the Hirers performance or purported performance of its obligations under this agreement and be directly related to the negligent act, errors or omissions of the hirer. The Hirers' liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents,

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contributed to the loss or liability. The Hirer agrees to provide Council a copy of Certificate of Currency with completed booking forms.

14. Compliance with law and other directions: The Hirer must at all times comply with any reasonable direction by the Hub Manager or staff member, Melbourne City Council rules, regulations and by-laws; all other applicable laws.

15. Power Restrictions. The Hub Manager is not responsible for any restriction imposed on the supply of electricity or water during the Hire Period.

16 No Subletting: The Hirer must not sublet or assign its Booking to any person or entity without the prior written consent of the Hub Manager and on such terms and conditions as the Hub Manager may specify.

17. Theft: The Hub Manager is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the Venue during the Hire Period or kept in storage as a result of any theft.

18. Works: The Hirer must not interfere with the electrical, lighting or audio installations at the Venue; or interfere with any structural aspect of the Venue; or undertake any other work at the Venue without the prior written consent of the Hub Manager.

19. Decorations: The erection of streamers, flags, bunting or other decorations, or the erection or placing of structures in the Venue may only be carried out with the prior approval of the Hub Manager. No Adhesive Tape or BluTack may be placed on the floor or any painted surface. The Hirer must remove all decorations or structures and will be responsible for any costs associated with any damage to Council property caused by the placement or removal of a decoration.

20. Equipment: During COVID-19 pandemic all equipment hired by the Hirer will be the full responsibility of the Hirer and the Hub Manager is in no way responsible for any such equipment. The Hirer warrants that all equipment and goods brought into the Venue during the Hire Period are clean, have no offensive odour, are non-hazardous, are free of vermin and are adequately flame retardant.

21. Cancellation by Hub Manager: The Hub Manager may cancel the Booking by written notice to the Hirer before the First Hire Date if:

- the Hub Manager becomes aware that any event, goods or services proposed to be held or provided
- by the Hirer is/are objectionable, dangerous, infringes any copyright or other intellectual property rights, is prohibited by law, or would be detrimental to the Hub Manager;
- the Hire Fees and/or Bond have not been paid;
- repairs, alterations or additions to the Venue are underway;
- the Hirer has not provided evidence of adequate insurance coverage.

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The Hub Manager may cancel the Booking without notice in the event of an emergency or if deemed necessary.

If the Hub Manager cancels the Booking without fault of the Hirer, the Hub Manager will refund any amounts paid by the Hirer in relation to the Booking.

The Hub Manager will not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the Booking under this clause.

Cancellation or termination of the Booking for whatever reason will not affect any right which the Hub Manager may have to recover money owing for the Booking or to recover damages from the Hirer.

22. Special condition for red and orange rooms: To maximise use of the facility for all community members, the management may relocate a booking in either the red or orange rooms to another room in the hub to enable a second group to book the room as a combined room.

An example may be if a group has the red room booked but the orange room has no booking, and another group needs a large room for their event and the blue room is not available, then the group in the red room will be relocated to another room equal to or larger size, enabling the second group to use the red and orange rooms as a large space.

Before this occurs, the booking officer will contact the group affected to advise of the need to relocate. The needs and circumstances of both groups will be considered before any change is made.

23. Breach of Conditions: The Hub Manager or delegate may expel from the Venue any person who breaches any of these Conditions of Hire and the Hirer must indemnify the Hub Manager for any cost incurred as a result. The Hub Manager may immediately terminate the Booking during the Hire Period if it reasonably believes these Conditions of Hire are being breached and the breach has not been remedied by the Hirer after being directed by the Hub Manager verbally to do so.