



ORANA NEIGHBOURHOOD HOUSE

62 COLEMAN ROAD

WANTIRNA SOUTH VIC 3152



ROOM HIRE

INFORMATION BOOKLET

Including Terms and Conditions of Use

Phone (03) 9801 1895 Email: onh@netspace.net.au

Web: www.orananh.org.au

Office Hours: Mon to Friday 9.00am till 3.30pm

Orana has a number of rooms available for room hire for training or corporate meetings only.

No room hire is available for social occasions.

Prices are marked accordingly. Prices can be negotiated for ongoing room hire.

TRAINING ROOM:



Price : General hire rate is \$50.00 p/h plus GST Not for Profit rate \$25.00 p/h plus GST

This room has a full kitchen, interactive smart board, TV, music dock, chairs (50 maximum) and 6 tables on wheels and a further 6 pull out tables on a trolley. Room has air conditioning and gas heating. There are two doors that exit out to an undercover area that has a large BBQ and sink along with an attractive garden setting. WIFI is available.

KITCHEN ROOM:



Price: General hire rate is \$30.00 p/h plus GST Not for Profit rate \$15.00 p/h plus GST

This room has a full kitchen, TV, chairs (12 maximum) and 3 tables. Room has air conditioning/heating. WI FI is available.

COMPUTER LAB:



Price: General hire rate is \$30.00 p/h plus GST Not for Profit rate is \$15.00 p/h plus GST

This room has 8 computers plus one for trainer, smart board, photocopier, two tables and computer chairs. Room has air conditioning/heating. WIFI is available.

PORTABLE:



Price: General hire rate is \$50 p/h plus GST Not for Profit rate \$25 p/h plus GST

This room has a kitchenette with dishwasher, 8 tables on wheels, 15 chairs (access to additional chairs available) smart board, TV and whiteboard/printer. Room has air conditioning/heating. WIFI is available.

General Information:

Bookings:

A Room Hire application form must be filled and signed prior to room being hired and brief outline of room set up and requests for use of tables, chairs, smart board etc.

- **Certificate of Currency of Public Liability form**
- **Payment or if negotiated prior through invoicing**
- **A Photo Identification (e.g. licence or passport) (hirers cannot be under 18 years of age)**

Please note to calculate set up time and clean up time into your room hire time.

Payment for room hire is required at time of booking, credit card payments can be taken via telephone and all other methods of payment are accepted and can be discussed at the time of booking. For long standing regular room hires price and method of payment can be negotiated, please contact the Finance Officer to discuss these options.

Hirers are required to collect the key and access code prior to their booking time within the office hours which are Monday to Friday 9.00am till 3.30pm - Key Hire \$40 per set of keys.

Parking:

There are 26 parking spots plus one designated for disability parking next to the building. Additional car parking area is situated off Neville Street (Tennis car park)

**Rooms with Kitchen Facilities:**

Coffee and Tea making facilities are provided in the Training room, Portable and main Kitchen/Computer area. Utensils such as cups, cutlery, microwave, fridge, dishwasher and urn are available for use.

All groups are asked to leave the rooms clean and tidy, to wash and put away utensils used.

Decorations:

Hanging of streamers, flags or other decorations or erection or placing of any structures will not be allowed unless prior permission has been granted from the centre management.

No nails, tacks, screws, etc. may be placed in the walls, floors, furniture or fittings of the centre. All decorations must be removed from the building after use unless with prior permission

Heating and Cooling Equipment:

When using heating/cooling, please keep the doors closed and turned off after use

Damages/Maintenance:

Any breakages and/or faulty equipment should be reported immediately to the centre management. The hirer is to pay for any damage to furniture, fittings, kitchen appliances, crockery or other items or breakages. It is expected that all equipment will be returned to its original place and the facilities will be left clean and tidy.

No Smoking on the Premises:

Please note that smoking is prohibited on the premises, car park and reserve area (signs displayed outside). Smokers can use the Coleman Road public footpath alongside the building and are asked to dispose of their butts responsibly.

Alcohol:

Please note there is no alcohol to be sold or served on the premises, car park and reserve area at anytime.

Occupational Health and Safety Requirements:

- Electrical safety requirements – hirers to ensure that all electrical appliances brought onto the site have been tagged and tested by a qualified tester and electrical equipment are set up correctly and used safely
- First Aid boxes are accessible in each of the rooms look for the green symbol 
- Emergency Evacuation Procedures – please familiarise yourself with the Emergency Evacuation Plan provided in this booklet and observe the procedures as located in your current location in the room you are in

Noise Management:

You must ensure that noise, music and/or behaviour does not impact on surrounding residents.

All hirers must ensure that music is to be turned off and the facility vacated by 10.00pm during the weeknights – Monday to Friday. Weekend the facility's close times are at 6.30pm.

Hirers must ensure that the level of sound coming from a Council facility does not reach a level where it would impact on the residents of surrounding properties (as per the Environmental Protection Authority Residential Noise Regulation, 2008 and the Knox Good Neighbour Guidelines, 2011)

Food Pantries: These are for particular groups and not for community use.

Marketing:

Hirers should be encouraged not to advertise the event on open social media and ensure it is **strictly by invitation** only.

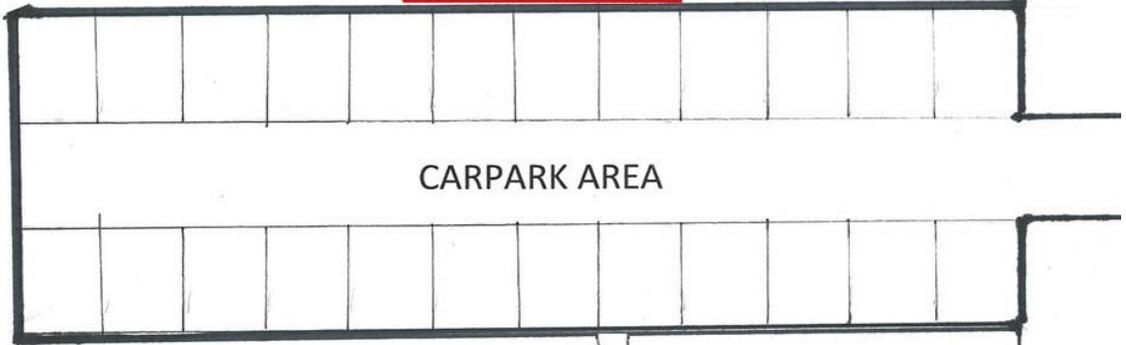
PLEASE ENSURE THAT WINDOWS ARE CLOSED, ALL APPLIANCES, HEATERS, AIR CONDITIONERS, LIGHTING ARE SWITCHED OFF BEFORE YOU LEAVE

ALARM THE BUILDING AND ENSURE THAT THE OUTSIDE GATE IS PADLOCKED

IN CASE OF EMERGENCY PLEASE CONTACT THE MANAGER ON 0431 164 100

EMERGENCY EVACUATION PLAN

ASSEMBLY AREA



- EXIT
- FIRE EXTINGUISHER
- FIRE BLANKET
- FIRST AID
- EVACUATION PATH