

# Kilcunda Community Association Inc.

3513 – 3515 Bass Highway,

Kilcunda 3995

Incorporations No 0019824P

ABN 16 893 157 764

Centre Co-ordinator: Helen on 0418 557 358 or [hall@kcda.org.au](mailto:hall@kcda.org.au)

## **ADDITIONAL TERMS & CONDITIONS FOR THE HIRE OF THE KILCUNDA COMMUNITY CENTRE FOR 18<sup>TH</sup> & 21<sup>ST</sup> BIRTHDAY CELEBRATIONS**

1. Written confirmation of parental and/or teacher supervision during the entire event is required by the Committee of Management prior to the function.
2. A professional security guard is required to be in attendance manning the entrance at all times. This is not to be undertaken by a parent or party guest.
3. The Bond payable prior to the function date and returnable in full less any expenses incurred by the Committee of Management for cleaning (at \$33.00 per hour, per person) and/or repair/replacement of damaged items etc. shall be **\$1000.**
4. The Community Centre shall not be used for any illegal/immoral activities including underage consumption of alcohol; use of drugs etc. and people under the influence of these are to be asked to leave the premises.
5. The time of 1.00a.m to vacate the Centre is to be strictly adhered to.
6. No person is to be found being a nuisance to neighbouring properties/owners.
7. Invited guests only to be permitted onto the premises during the hiring of the Centre. Any uninvited guests are to be dealt with promptly, efficiently and effectively.
8. Any condition, either hereon or otherwise, not adhered to shall result in the function being cancelled, guests/organisers asked to leave and bond withheld.
9. These conditions are to be read in conjunction with the Community Centre Hire Contract and Terms and Conditions.
10. The Centre is in a residential area and neighbours rights are to be respected. e.g. noise levels - loud music, guests leaving late at night, cars arriving, parking and leaving the area etc. must all be controlled and within the Victorian Police and local Council By-Laws Regulations.
11. Public Liability Insurance is the responsibility of the Hirers. We request you provide proof of your Insurance coverage and/or Certificate of Currency at time of booking. If you are unable to provide your own public liability coverage then the Hirer, by signing the Application Form, acknowledges that they are not covered by the KCA Public Liability. The Hirer accepts all responsibility for the Community Centre property and Contents whilst in their care and accepts all liability relating to the hire of the Centre to them.
12. Hirer is responsible and liable for ensuring the Victorian Food Act 1984 FSANZ Guidelines are adhered to when food is provided as part of the Community Centre Hire.
13. The Centre complex is an official polling booth and also a Country Fire Authority Communications Centre in the event of an emergency. Should the building be required for these purposes, that requirements must take precedence over any bookings. All bookings made are therefore subject to the above condition.