



Quantin Binnah
Community Centre

Community

Hirer's

Handbook



Quantin Binnah
Community Centre

www.qbcc.org.au



Table of Contents

1. Welcome
 - 1.1 Introduction
 - 1.2 Acknowledgment of Traditional Owners
2. Organisational Summary and Background
 - 2.1 Centre Contacts
 - 2.2 QB Vision, Mission, Values and Philosophy
 - 2.3 Statement of Purpose
 - 2.4 Quantin Binnah Services Overview
3. Important Dates
 - 3.1 Link to QB Activities Calendar
4. Room Booking Process
 - 4.1 Application Process
 - 4.2 Community Room Capacity
 - 4.3 Impact of Health Restrictions on Room Bookings
 - 4.4 Public Liability Insurance
 - 4.5 Alarm Code and Key
5. Room Hire Charges
 - 5.1 Link to Schedule of Room Hire Charges
 - 5.2 Payment of Room Hire Fees and Bond
6. Health Related Safety Plans

7. Room Hire Forms

7.1 Application for Room Hire with Calendar Schedule

7.2 Room Hire Agreement

7.3 Conditions of Room Use/ Hire

8. Induction

8.1 Induction Checklists for Hirers

8.2 Out of Hours Access Procedures for Hirers

9. After Event

9.1 Key Return

9.2 After Event Inspection Checklist

9.3 Bond Refund

9.4 Bond Refund Requisition Form

10. Emergency Management

10.1 What to do in an emergency

10.2 Site Plan and Evacuation Points



1. Welcome and Introduction

1.1 Introduction

Welcome to Quantin Binnah Community Centre. We are a not-for-profit organisation which has been in operation since 1992 providing high quality children's services and community programs and spaces nestled within a residential area of Werribee.

Our aim for our children's services is to provide a secure and happy environment where children can develop their intellectual, social, emotional, physical and aesthetic skills to become competent and confident individuals. We aim for you as one of our valued community hirers of our facility to feel welcomed with a sense of belonging to a community centre that embraces the principles of diversity, inclusiveness and accessibility.

This booklet outlines all the information you need to hire or book space at the Quantin Binnah Community Centre and provides all the necessary proformas to complete your booking request.

We have the following rooms available for bookings:

Chirnside	maximum 100 people
Chaffey	maximum 30 people with kitchenette facility
Peppercorn	maximum 30 people

See Room Hire rates section 5.

1.2 Acknowledgment of Traditional Owners

Quantin Binnah recognises the Bunurong people as the Traditional Custodians of this land on which we meet today. We also acknowledge their neighbours, the Wadawurrung people. We pay respect to Ancestors and Elders who always have, and always will care for Country and Community today and for future generations.

2. Organisational Summary and Background

2.1 Centre Contacts

Quantin Binnah Community Centre Inc. 61 Thames Boulevard, Werribee 3030

TELEPHONE: 9742 5040 (Office Hours 8.30am-6.00pm)

Admin Office EMAIL: admin@qbcc.org.au

Community Development EMAIL: community@qbcc.org.au

CEO EMAIL: ceo@qbcc.org.au

AFTER HOURS: Wyndham City Council 1300 023 411

2.2 QB Vision, Mission, Values and Philosophy

Vision:

To Create Connection and Nurture a Sense of Belonging

Mission:

- To provide inclusive education and care for children, young people and adults
- To be accessible and responsive to meet our diverse community needs by offering a wide range of services
- To inspire collaboration and connection between community groups and local organisations

Values:

In all the work we do at Quantin Binnah we strive to demonstrate:

1. Community Collaboration
2. Connection and Accessibility
3. A Nurturing Approach
4. That we cultivate a sense of Belonging

Philosophy

In relation to all Children, Families, Community Members and Staff, Quantin Binnah strives to:

- Promote a safe and secure environment
- Encourage all service users to respect each other, the property of QB and the equipment contained within
- Aspire to provide equal opportunity to all
- Develop strong trusting connections and open communication
- Cultivate a sense of belonging
- Provide a nurturing environment and programs that are inclusive and that respect diversity
- Have awareness, sensitivity and compassion for additional and individual needs
- Cater to individual needs
- Promote and explore all avenues of creativity
- Seek out and explore all avenues of social enterprise, partnerships and networks
- To support sustainability and respect for our environment and planet

2.3 Statement of Purpose

The main purpose of this organisation is to operate for the public benefit to advance childcare and education on a non-profit basis. All services using the building or those operated off site will be managed through and are accountable to the Board. Integrated services and programs are run in such a way as to ensure maximum possible co-operation and flexible use of the existing facilities.

Quantin Binnah is a Public Institution whose charitable purposes are:

- A. Advancing positive mental health, reducing and preventing isolation and loneliness for all children, families and the community through the provision of social, recreational, cultural and educational integrated activities and programs.
- B. Creating welcoming and inclusive physical locations which supports individuals of all ages and abilities to undertake activities, or work on projects, in the company of others.
- C. Encouraging all groups and individuals in the community to participate in planning and service direction to ensure the service is responsive to community needs.

D. Providing a wide range of services from birth to aging well activities which support community members of all ages and abilities to build life - long connections and social capital.

E. Facilitating social connections and collaboration for community members community groups and local organisations.

F. Ensuring services and programs available and accessible to all community members including those with a disability, carers, and the CALD community.

The assets and income of the organisation are for these purposes and no portion will be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

2.4 Quantin Binnah Services

Quantin Binnah Community Centre is a Community Hub located at 61 Thames Boulevard in Werribee that provides and administer services including:

1. Play Group
2. 1st Yr. Kindergarten (formally 3 Yr. Kindergarten)
3. 2nd Yr. Kindergarten (formally 4 Yr. Kindergarten)
4. Long Day Care at Woodville and QB
5. Before School, After School Care for West Grove, Bethany, Newport lakes, St Leo the Great, St Martin de Porres, Corpus Christi, Our Lady of the Southern Cross and St John the Apostle
6. Vacation Care Program QB, Corpus Christi, ST Leo the Great and Newport Lakes
7. Maternal and Child Health Services
8. Adult Community and Further Education
9. Community Programs and Support Groups
10. Community Rooms for hire

3. Important Dates

3.1 Key Calendar Links

Please visit <https://www.qbcc.org.au/newsandevents> for Key Calendar Dates and our monthly themes created by all our children families and centre staff.

We encourage you to support this planning process by developing and implementing your own activities aligned to these monthly themes.

4. Room Booking Process

4.1 Application Process

To book and hire at Quantin Binnah Community Centre please contact our Community Development Team with your enquiry. You will be invited to complete an Application for Room Hire form which can be emailed to you or you can collect from the centre's Administration Office. Upon successful approval of your application, you will receive a Hire Agreement with Conditions of Hire. This will document the booking schedule, fees and payment details as well as conditions of using the facility. This agreement is to be signed and returned to the centre to finalise your booking.

The Application for Room Hire form is attached in Section 7.1. Please supply a copy of the following documents which ever apply with your application:

1. Certificate Public Liability Insurance min cover \$20 million (mandatory)
2. Certificate of Incorporation (if applicable to your organisation/group)
3. Certificate as a Registered Training Organisation (if applicable to your organisation/group)

4.2 Community Room Capacity

Quantin Binnah Community Centre has three rooms available for hire with the largest being Chirnside accommodating a maximum of 100 people and two smaller rooms being Chaffey, which has a kitchenette facility, and Peppercorn Rooms which includes the Café as Room 2. Both Chirnside and Chaffey are carpeted.

- Chirnside Room: Max 100 people
- Chaffey Room 1 & 2: Max 30 people
- Peppercorn Room 1: Max 30 people
- Peppercorn Room 2: Max 25 people

4.3 Impact of Health Restrictions on Room Bookings

Applicable only when Government Emergency Restrictions are in place.

4.4 Public Liability Insurance

All hirers of the centre are required to have a current Public Liability Insurance Certificate for a minimum of \$20 million. This is a requirement of any user of a council owned facility. Public Liability insurance protects hirers and users of Council facilities should any claims be made against them in particular relating to activities that are entirely the hirers responsibility. A copy of the certificate is to be sent with the Application for Room Hire form and is mandatory for the processing of any booking. Alternatively, Wyndham City Council offer a one-off event Public Liability Insurance designed for community groups, not-for-profit groups or individuals. Hirers must apply and pay their fee to Wyndham City Council.

Go to the Council website: <https://www.wyndham.vic.gov.au/public-liability>

4.5 Alarm Code and Key

Hirers who book a room to be used after hours (i.e. after 6pm) or on weekends will be given an alarm code and key prior to the commencement of their booking. The 4 - 6 digit alarm code is the responsibility of the hirer and is to be kept confidential.

The hirer will need to sign a key register upon collection of the key and sign it upon returning the key. Casual hirers are to return the key within 2 business days of the hire date. The key is the responsibility of the hirer and any loss of key will incur the loss of the bond and may incur other replacement charges.

5. Room Hire Charges

There are currently two rate categories applicable to room hire at Quantin Binnah for individuals, groups or organisations:

1. Not-for-profit / Community rate
2. Commercial or Local, State or Federal Government rate

Both the room hire and bond are to be paid in advance. Bonds are required to be paid to secure the booking upon approval of the Hire Agreement.

****Please note all Room Hire Fees are subject to an increase on the 1st July each year****

5.1 Room Hire Charges Link

For information on the fee schedule for hirers, go to the QB website

<https://www.qbcc.org.au/hire-facilities-1>

5.2 Payment of Room Hire Fee and Bonds

Payments can be made by either Direct Deposit or EFTPOS or Credit Card.

EFTPOS

Available at Quantin Binnah Admin Office.

CREDIT CARD BY PHONE

Please call 03 9742 5040 with your credit card details.

INTERNET BANKING (Direct Deposit)

Please advise us when commencing this payment option as we like to track the first payment to ensure safe payment arrival.

ACCOUNT NAME	QUANTIN BINNAH COMMUNITY CENTRE
BSB	013 664
ACCOUNT NO	254574717
BRANCH NAME	WERRIBEE PLAZA - HOPPERS CROSSING
REFERENCE	Hire Name on Booking

6. Health Related Safety Plan

Hirers are required to submit a Health Safety Plan when government restrictions are in place. This will be discussed during the induction process if required.

7.1 Application for Room Hire



APPLICATION FOR ROOM HIRE

Quantin Binnah Community Centre Inc
61 Thames Blvd. Werribee Vic 3030
Email: community@qbcc.org.au

ACN 0025613E
PH: 9742 5040

1. Contact Details			
Name of Program/Activity			
Name of Group/Organisation (If applicable)			
		ABN / ACN	
Contact Name			
Postal Address			
		P/Code	
Phone Number			
Email			
Alternative Contact		Phone	
2. No. of Attendees:		Room	
3. Description of activity:			
4. Which category best describe your group? (please tick <input checked="" type="checkbox"/> one if applicable)			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Community/ Not for Profit	<input type="checkbox"/> Agency/Government Organisation	

5. What is the Date for your Booking/s? (Please also circle days for room hire on attached Calendar)

Date of Casual Booking: / / Date to start Regular Bookings: / /

6. Preferred usage requirements: (include set up and pack up time)

Days	Start Time	End Time	Usage: Once/Daily/Weekly/Fortnightly/Monthly	Hours	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total hours per usage	

7. Does your activity operate: (please tick which are applicable)

On Public Holidays During School holidays During School term only

8. Insurance and incorporation: (if YES, please provide copy of relevant documentation)

Does your group have minimum \$20 million public liability insurance? If No, contact Wyndham City Council wyndham.vic.gov.au/public-liability to apply for a one-off public liability insurance cover.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your group incorporated?	<input type="checkbox"/> Yes Cert #:	<input type="checkbox"/> No
Is your group a registered training organisation?	<input type="checkbox"/> Yes RTO #:	<input type="checkbox"/> No
Is your group a Community Service Organisation / Agency that receives funding to run programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your group charge fees to members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If YES, how much and for what?		
Does your group / organisation have a license to operate a children's service / program*(if applicable)? Please refer to the <i>Children's Services Act 1996</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do your staff / volunteers have a Working with Children Check+ (if applicable)? Please refer to the <i>Working with Children Act 2005</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your organisation comply with Victoria's Child Safe Standards# (if applicable)? Please refer to <i>Dept of Human Services policy guidelines and legislation</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

9. Does your activity need any equipment and how many? (please tick and write quantity

Trestle Tables: How many? Overhead Projector
Whiteboard

Chairs: How many? Access to urn/hot water

Tick boxes to ensure that you have included all required information:

- Completed dates on attached calendar schedule (mandatory)
- Copy of current public liability insurance of minimum \$20 million (mandatory)
- Certificate of incorporation (if applicable)
- Copies of relevant licenses / Accreditation / Working with Children Checks (if applicable)
- I agree for my activity and contact details to be promoted through Council and Quantin Binnah publications and websites / notice boards.
- I acknowledge and agree to pay my room bond in advance
- I acknowledge and agree to pay my room hire fee in advance

Signature:	
Date:	

Applications can be scanned and emailed to: community@qbcc.org.au

OR posted or hand deliver to: Community Development
 Quantin Binnah Community Centre
 61 Thames Blvd
 Werribee VIC 3030

For Office Use only

Date App Received:		Rate Category: Rate per hour:	\$	Key No:	
Booking Entered:		Finance to invoice:	Y / N	Security Code:	
PLI provided	Y / N	Incorporation Certificate:	Y / N	Other certificates	Y / N
Approved by CDS:		Date:		Agreement signed	Y / N
Induction Checklist Completed Date:		Bond Paid:	\$	Date Bond paid:	
Inspection Checklist Completion Date:		Bond Returned Date:	\$	Key returned:	Y / N



ROOM HIRE CALENDAR SCHEDULE

Please list all days where room hire required:

Day	Date	Time	Comments

7.2 Room Hire Agreement



ROOM HIRE AGREEMENT

Between: Quantin Binnah Community Centre 61 Thames Blvd, Werribee

And:

Dated:

This is to confirm the hire of the following room/s at Quantin Binnah Community Centre:

Room: Activity:
Day: Frequency:
Time:
Commencing: End Date:
Rate Category: Rate per hour:
Total Hours (per week/booking):
Hire Fee: \$ (per booking) Bond: \$

Conditions: Room hire fee and Bond to be paid in advance.

User Declaration: Please read the attached Conditions of Room Use carefully and sign the declaration below.

I (Name of applicant)..... on behalf of the agreement, undertake to pay all charges levied by the Quantin Binnah Community Centre in connection with the use of the facility described in this form. I have read and understand the *Conditions of Room Use* and other documentation supplied. I agree to leave the building, fixtures and all furniture and equipment used, in an acceptable condition for others in accordance with these terms. I also understand that failure to comply with any part of the *Conditions of Room Use* may result in the loss of Bond or additional fees being charged to recover costs where the hirer is deemed responsible.

Signed:Date:/...../.....

Please sign and scan this document and return to community@qbcc.org.au within 7 business days. Your booking will not be processed without the centre receiving this document.

7.3 Conditions of Hire



QUANTIN BINNAH COMMUNITY CENTRE INC

CONDITIONS OF ROOM USE

The following instructions constitute the conditions of use of facilities at the Quantin Binnah Community Centre. By signing the user declaration form all users agree to abide by the clauses contained therein. Please take the time to read these conditions carefully. In the event of any dispute or difference arising as to the interpretation of these conditions or any matter connected with the subsequent hire of use of our facility, the decision by the CEO, Quantin Binnah Community Centre will be final and conclusive.

Failure to comply with any of these Conditions of Room Use may result, at the discretion of the CEO, Quantin Binnah Community Centre in the discontinuation of the use of the centre and/or loss of fees or reimbursement of costs sought from the user if substantiated that the user is responsible.

*Please note when hiring any spaces/ rooms during business hours you and the members of your group are all required to complete a Visitor Sign In and Sign Out on the iPad in the foyer next to reception. Please see staff if assistance is required. When hiring any spaces/ rooms outside of business hours, please ensure maintain an attendance list for safety and evacuation purposes.

1. Application

The centre may at their discretion refuse to let the facility for any purpose at any time. No portion of the building shall be sublet or any booking transferred or assigned by the User without the written consent of Quantin Binnah Community Centre.

2. Fees

The fees shall be determined by the centre in accordance with the relevant Schedule of Hire Fees and applied to the information given in the Application for Room Hire form and as set out in the Hire Agreement. Room hire fees and bonds are required to be paid in advance. Casual hirers are required to pay for their hire fees at least one week prior to the booking. Ongoing (regular) hirers will be invoiced according to agreed terms. Bonds are required to

be paid upon signing of the Hire Agreement to secure the booking. Bonds are fully refundable subject to conditions of room use being met, no damage is caused and the key is returned. All refunds are approved/not approved at discretion of CEO, Quantin Binnah Community Centre.

3. Cancellations

The user must give at least 48 hours' notice of any cancellation of a booking in writing. Casual hirers will be refunded in full if within this timeframe. Quantin Binnah Community Centre reserves the right to cancel a booking at any time if it is deemed necessary.

4. Keys/Access Card or Codes

Collection of keys or access cards is the responsibility of the hirer. All keys and access cards remain the property of Quantin Binnah Community Centre and must be returned upon completion of the booking period on the next business day. If keys or access cards are lost or misplaced, the replacement costs will be the responsibility of the user/hirer.

5. Limitations

The user shall only be entitled to the use of the room/rooms as per their booking including purpose and must not exceed the time specified in their booking. Quantin Binnah Community Centre reserves the right to let any other portion of the facility for any other purpose at the same time. For safety reasons, the user must not exceed the capacity of the space booked* or obstruct emergency exits at any time during their event. It is up to the hirer to ensure they are COVID compliant by checking the Victorian Government website and with Quantin Binnah Community Centre regarding current information on room capacity.

6. Nut Restrictions

Quantin Binnah is a nut free environment. As a children services centre susceptible to nut allergies, all users are required to refrain from bringing nuts or any food items containing nuts into the centre.

7. Smoking

Quantin Binnah is a smoke free environment. Smoking is not permitted indoors at the centre, or within the confines of the community centre boundaries including the carpark. It is illegal to smoke at our service or within 5 metres of any part of a pedestrian access point to the centre.

8. Alcohol & Gaming

Liquor sales or any form of gambling is not permitted unless the necessary permits have been obtained by the hirer/user. Arrangements for the provision of alcohol must be approved by the Community Development team. At no time is the consumption of alcohol permitted by minors under 18.

9. Noise

It is the responsibility of the hirer that noise from any activity does not cause annoyance to residents in the vicinity of the centre. Any complaints of excessive noise must be dealt with immediately by the hirer/user.

10. Damage

The hirer/user will be responsible for any loss or damage due to unfair (deliberate or negligent) wear and tear to any part of the facility or building including floor coverings, walls and surrounding grounds. Any repair or service including those required as a result of faulty or unsuitable equipment being brought in and used by the hirer/user, will be arranged by the centre and the user will be expected to meet all costs as determined by the CEO, Quantin Binnah Community Centre. It is the hirer/user's responsibility to report any damage to the centre office.

11. Decorations and Fixtures

Users of the centre are requested not to use sticky tape on any of the walls for any decoration or anything that may cause damage. The hirer/user will not install or erect any fixture or temporary structure inside or outside the building. All decorations including helium balloons, must be removed from the centre at the conclusion of the booking.

12. Special Equipment

Smoke machines or naked flames are not permitted to be used in the centre as this can set off smoke detectors. In the event of smoke alarms being activated by the hirer through illegally using such equipment, the hirer/ user will be responsible for any call out fee imposed by the CFA. No indoor jumping castles are permitted.

13. Public Liability Insurance

All hirers or users of the centre are required to obtain their own public liability insurance (unless their organisation is auspiced by the centre). Cover is required for a minimum of 20 million dollars. For a single event, Wyndham City Council offer cover for a minimal cost.

The hirer/user must not undertake, permit or neglect to do anything that will affect Council's insurance policies in relation to using the Quantin Binnah Community Centre, being a Council owned facility. The Quantin Binnah Community Centre or Wyndham City Council shall not be held liable for any loss or damage sustained to equipment, assets, content, personal belongings, money or other effects belonging to the hirer, its members, guests or visitors.

14. Cleaning

All hirers and users of the centre are required to leave the facility in a clean and tidy condition. Users are expected to pack up and return all furniture to the storeroom and wipe down tables and chairs used. All cleaning, including outdoor areas of the facility used by the hirer, must be completed immediately at the conclusion of the booking and within the time booked. All consumables and cleaning products are to be provided by the hirer but hirers are encouraged to use the vacuum cleaner supplied by the centre. The facility **MUST** be left in an acceptable condition for other users. All traces of decorations must be removed. Please remove all personal belongings as the centre will not be held responsible for any items left at the centre. A cleaning fee will be charged if a room / space is found to be left in an unsatisfactory state and requires additional cleaning.

15. Rubbish and Recycling

All hirers and users of the centre are required to dispose of all their rubbish and take it with them at the end of the function. No rubbish is to be left inside any internal bins. Bottles or bags of rubbish must not be left inside or outside the centre. A fee will be applied if any rubbish is left at the centre.

16. Storage

Storage at the centre is extremely limited and to meet COVID safe conditions, we are no longer in a position to offer any storage capacity. Quantin Binnah requires that all hirers/users of the centre bring and take away any equipment required for their booking. Quantin Binnah Community Centre will not be held responsible for any items or equipment left at the centre and reserve the right to dispose of any equipment not collected after 3 months.

17. Vehicle Access

The gates to the carpark of the centre are closed during mid-week by 9pm. Gates can be organised to be closed later on weekends upon approval by the CEO, Quantin Binnah Community Centre. If the gates are closed upon entry to the centre on weekends the hirer or user is responsible to open and close the gates as per the entry/exit instructions given to users of the centre.

18. Health Related Safety Plan

All hirers or users of the centre are required to prepare, submit and implement a Health Related Safety Plan for their event or booking only when government restrictions are in place. These plans are to contain strategies that will be adhered to for the safety of all participants or guests. All plans are the responsibility of the individual representative for the group and must be made available to health authority inspectors if requested.

19. Health Related Safety requirements

All hirers and users are required to follow all relevant guidelines as per the Victorian Government and Chief Health Officer directives if in place. Quantin Binnah Community Centre reserves the right to alter bookings if restrictions deem it necessary.

It is up to the hirer to ensure they are compliant by checking the Victorian Government website and with Quantin Binnah Community Centre regarding current information on room capacity.

20. Close of functions

Rooms are available to hire from 8:30am. All hirers or users are required to end their activity and exit the facility on Sunday to Thursday by 10.00pm, on Friday or Saturday by 11.00pm subject to approval by CEO, Quantin Binnah Community Centre.

8. Induction

8.1 Induction Checklist



INDUCTION CHECKLIST FOR ROOM HIRERS/USERS

* Designates Optional Information for After Hour Hirers or only if applicable

Item No.	Items Covered in Induction	Signed by User/Hirer	Date	Signed by QB Staff
1	*Entry and Exit procedures have been explained (if applicable) including front/ auto door and gate requirements – test keys for applicable spaces			
2	*Alarm system information including unique hirer code has been explained (if applicable).			
3	*Key has been signed out and key return explained (if applicable).			
4	No nuts or products containing nuts to be allowed in the centre (item 6 Conditions of Hire).			
5	Location of toilets and accessible toilets explained.			
6	Storeroom, storage of tables and chairs shown including WHS guidelines.			
7	Light switches and locations shown.			
8	Expectation on how to leave a room – for photos see attachment.			
9	Cleaning requirements including bringing own cleaning supplies explained.			
10	Emergency evacuation instructions have been explained.			
11	Hirers must supply own First Aid Kits.			
12	The removal of all rubbish from the premises has been advised.			
13	*Instructions on how to use Projector/whiteboard if applicable			
14	The Conditions of Hire have been read and understood.			
Hirer/User's Name: Signature:				Date:
QBCC Staff Name: Signature:				Date:

8.1.1 Induction Room Photos

INDUCTION CHECKLIST FOR ROOM HIRERS/USERS - Room Photos



* Photos of each room to be provided at Room Hire Induction

Photo No.	Room	Signed by User/Hirer	Date	Signed by QB Staff
1	Chirnside			
2	Chirnside			
3	Chaffey			
4	Chaffey			
5	Peppercorn			
6	Peppercorn			
7	Cafe			
8	Storage			
Hirer/User's Name:				
Hirer/User's Signature:			Date:	
QBCC Staff Name:				
QBCC Staff Signature:			Date:	

8.2 Out of Hours Access Procedure for Hirers

During the work week, it is usual practice at Quantin Binnah Community Centre that staff open the centre at 6:30am and close the centre by 6.00pm (Monday to Friday). The care park gate is closed by the last person to leave the building – times may vary according to work commitments.

Please use the following process on weekends. If the front gate to the centre's carpark is closed and access is required for cars.

Entry to Carpark

If the front gate to the centre's carpark is closed and access is required for cars:

1. Unlock padlock using your Room Hire Key.
2. Open gate and swing to the left hand side bollard and relock gate using padlock to prevent the gate swinging backwards onto vehicles.

Leaving the Carpark

On weekends, if you are the last group leaving the centre, Unlock the padlock using your Room Hire Key and return gate to the closed position and relock padlock.

To ENTER the Centre

1. Unlock the main entrance door using your room hire key in the external lock. Turn key to the right to OPEN. Glass doors will open into the airlock.
2. Unlock the second internal glass door by placing your key in the lock. Turn key to the right to OPEN. Glass doors will open into the foyer.
3. Once inside the centre go to the right and on the wall, using the large GREY KEY PAD, enter your access code then press OFF and then press Enter. The red light/s on the key pad will disappear.
4. If the alarm does not turn off or alarm sounds, do not panic. Press the CLEAR button and repeat the procedure - Enter your access code; press OFF; press Enter. You

will have about 1 minute to deactivate the alarm after you enter the centre before the alarm will sound.

To control the door opening by pressing the green buttons on both doors to exit the centre, follow the procedure below. This is a great safety feature and recommended if you have small children that you wish to contain:

5. Place key in Keylock on the second glass door INSIDE the foyer and turn to EXIT
6. Place key in Keylock on the front glass door INSIDE the airlock and turn to EXIT

Note: To enter and leave the building without pushing the green button set to AUTO.

If you are experiencing difficulties with the alarm please contact AFTER HOURS (after 6.00pm) Wyndham City Council 1300 023 411.

To ENTER the Chirnside or Chaffey Room

1. Use your room hire key for Chirnside and Chaffey rooms
2. Use your room hire key to enter the hallway

Lights

1. Turn on lights under the grey key pad to light up foyer and passage way to toilet.
2. Turn on lights on the wall inside the Chirnside or Chaffey Room.
3. Ensure light are turned on in toilets.

Tables and Chairs

- Use trolleys in the storeroom to move tables and chairs into community spaces as required.
- Only stack chair trolley up to a maximum of 40 chairs per trolley. Please align chairs as straight as possible to aid with manoeuvrability.
- Please make sure chair trolleys have the handle facing entrance of the storage garage.
- Set up tables and chairs as required and return equipment to the trolleys after use.
- Please wipe down tables before putting away.

LEAVING the Centre

- Return all equipment and furniture to how it was left when you entered.
- Ensure the rooms are clean and tidy after use.
- Return all tables and chairs to the store room and stack using the trolleys provided.
- Upon leaving, ensure rooms meet room photos expectations.
- Turn off all lights, including the toilets.
- Pull down blinds in Chaffey room if they are up.
- ALWAYS lock up and re-alarm the centre after your session. If participants arrive for another booking after yours and their Group Leader has not arrived, ask them to wait outside the centre. It is the responsibility of their Group Leader to use their key to open and close the centre. Do not leave the centre open if the Group Leader has not yet arrived. This is in-case the program has been cancelled.

RE-ALARM the Centre and LOCK UP

If there are no other people using the centre and you are the last to leave the centre, you MUST re-alarm and lock the centre. You have about a minute from activating the alarm to complete the lock up steps and exit the centre before the alarm will sound.

1. Using the large grey key pad on the wall, enter your access code then press ON, then press Enter. This will activate the alarm to the centre and the red light/s on the panel will go on.
2. Place key in Keylock on the INSIDE foyer glass door. Turn key to LOCK.
3. Press Green Button to exit Foyer and go into airlock.
4. Place key in Keylock on the INSIDE glass front door in the airlock. Turn key to LOCK.
5. Press Green Button to exit the building. Glass doors will shut behind you. Test that all doors remain closed by standing in front of external sensor.

9. After Event

9.1 Key Return

Casual hirers who have been given a key are to return their key within 2 business days after their event. Please return the key to the Centre Administration Office and sign the Key Register to confirm that the key has been returned. Regular hirers are to return their key after completion of their hire period or upon termination of hire. Building alarm codes will be deactivated after the completion of the booking.

9.2 After Event Inspection Checklist

All hirers are to complete the After Event Room Hire Inspection Checklist following the completion of their booking. This is to be submitted within two business days after the booking has taken place and can be emailed to community@qbcc.org.au or given in at the Administration Office at the Centre. Hirers are invited to submit a photo with their submission, especially for documenting any damage. The form is included in this booklet.

9.3 Bond Return

Bonds will be returned upon submission and approval of the After Event Room Hire Inspection Checklist. Bonds will be refunded promptly within a two-week period after completion of the booking. Bonds will be refunded in full, subject to the Conditions of Hire being met, no damage caused or key lost. Any damage caused may result in the forfeiture of the bond which will assist to cover costs. Quantin Binnah management may impose specific non-compliance fees, for example a fee may be applied if rubbish has not been removed from the centre. As per the Conditions of Room Use, no rubbish is to be left inside or outside the centre. This is the responsibility of the hirer.

Regular hirers can elect for the bond to be either returned at the end of the year or rolled over to the following year for those continuing to hire at the same rate. The Bond will be repaid in full subject to the Conditions of Room Use being met where fees for noncompliance may be applied. Any damage caused may result in the forfeiture of the bond to assist to cover costs

All refund decisions will be approved/not approved at the discretion of the CEO, Quantin Binnah Community Centre.



AFTER EVENT ROOM HIRE INSPECTION CHECKLIST

Hire Date: _____

Booking Name:

Hire Inspection Self Audit Completed

by: _____

We suggest you take photos as evidence for the return of your Bond before and after your event. Please note that NO Bond will be returned for major damage. Bond decisions are at the discretion and approval by the CEO, Quantin Binnah Community Centre.

As per the Conditions of Room Use please complete the Self-Audit tool below. Please complete and submit this with the Refund Requisition for Bond form to community@qbcc.org.au within 5 business days after the event.

ITEM NO	TASKS TO BE COMPLETED	YES	NO
1	Tables, chairs, sinks, benches have been cleaned with hot soapy water.		
2	All rubbish has been bagged and removed from the centre.		
3	Carpeted floor areas have been vacuumed.		
4	Vinyl floors have been swept and mopped to an appropriate standard.		
5	All chairs and tables have been stacked and returned to the storeroom.		
6	Toilets have been checked and are in tidy condition.		
7	All rooms have been left clean and tidy.		
8	There is no damage to room or equipment.		
9	If Yes, please report any damage below:		

Room Hirer Signature: _____

Date: _____

For Office Use:

QBCC Inspection verified by: _____ (Staff name) Date: _____

QBCC Bond Authorisation by CEO: _____ Bond Paid: \$ Deductions: \$

Reason for Deduction: _____ Total Bond Returned: \$

9.4 Bond Refund Requisition Form



Quantin Binnah Community Centre

Refund Requisition

Complete with your details and bank details

Payable To: Postal Address: Telephone: Requested by: Approved by:	Date: Amount \$ Our Order No. ACCOUNT TO BE REFUNDED BANK BSB ACCOUNT NUMBER OR CREDIT CARD
--	--

Supplier Code:	Date:	
Details of Refund	Amount \$	Account Code:
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

10. Emergency Management and Evacuation

10.1 What to do in an Emergency



Quantin Binnah Community Centre EMERGENCY PROCEDURE

IN CASE OF FIRE or GAS LEAK

1. Alert all occupants
2. Evacuate all occupants
3. Contact Emergency Services call 000
4. Contact Wyndham City Council after hours number if the matter you are reporting is urgent or a hazardous situation that may cause physical harm to a person or property, please call Wyndham City on 1300 023 411

Please follow emergency evacuation plans located throughout the building. Go to Assembly Area 1 (b) in the park at the rear of the community centre

Do not re-enter the building until safe to do so.

IN CASE OF FIRE/GAS LEAK/MEDICAL EMERGENCY

1. Phone 000
2. Alert Quantin Binnah Administration Office if room hire is during office hours 8.30am-6.00pm. For after hours, please contact Wyndham City on 1300 023 411.

Provide the following information:

1. What is your emergency.
2. Your location = 61 Thames Blvd, Werribee (9742-5040)
3. Your name.
4. Your contact mobile number.
5. Advise if anyone injured.

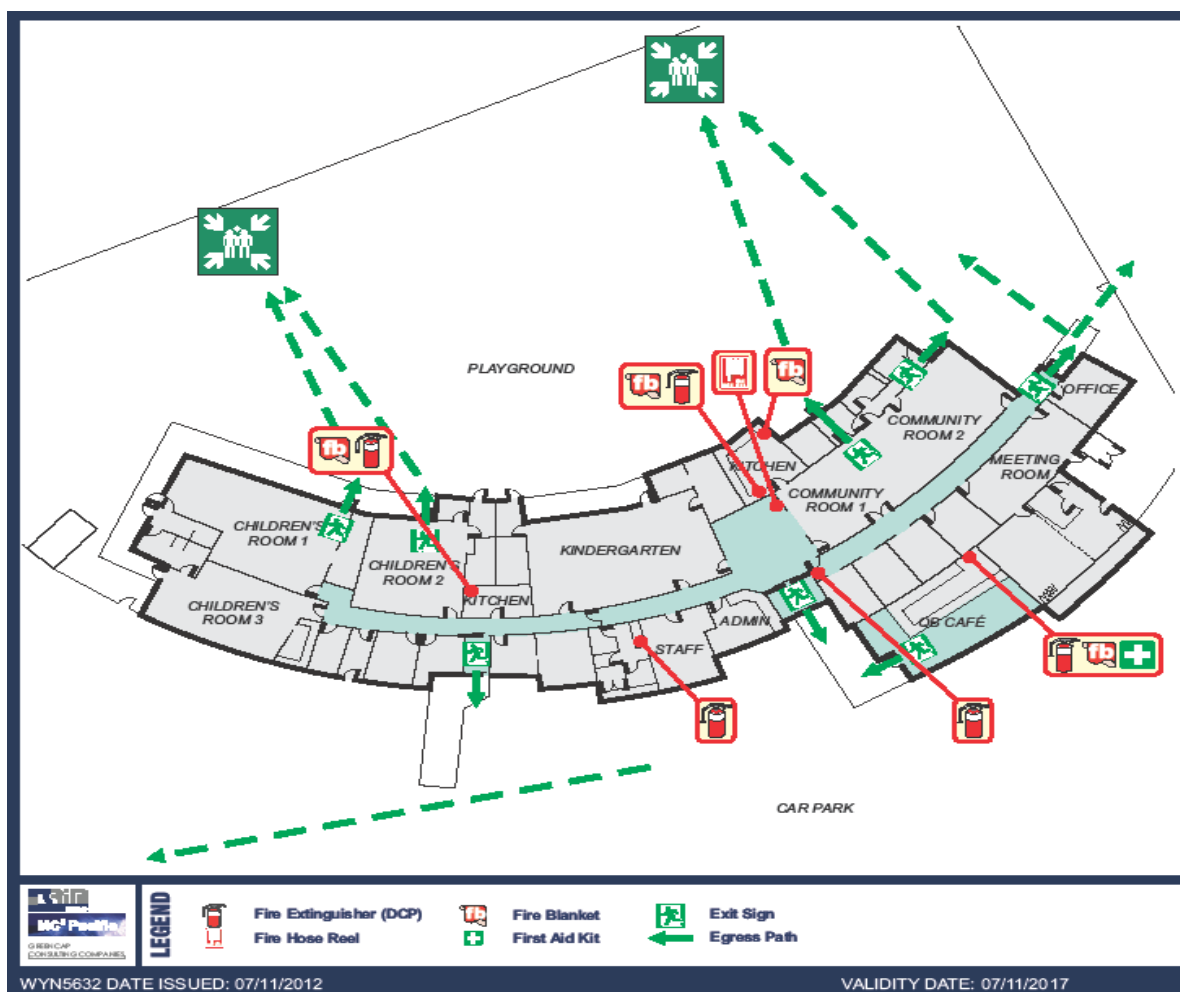
10.2 Site Plan and Evacuation Points

Your Evacuation Point: GO to Assembly Area 1(b) in the park at the rear of the Community Centre. Do not go into the carpark as this will allow emergency vehicles to enter from Thames Blvd.

Please exit via the front foyer or alternatively by the community hallway and use your key to unlock the padlock on the gate at back of the playground to exit to the park next door. Only return when advised it is safe to do so.



QB Evacuation Plan







QUANTIN BINNAH CC
61 THAMES BOULEVARD
WERRIBEE, VIC
GROUND

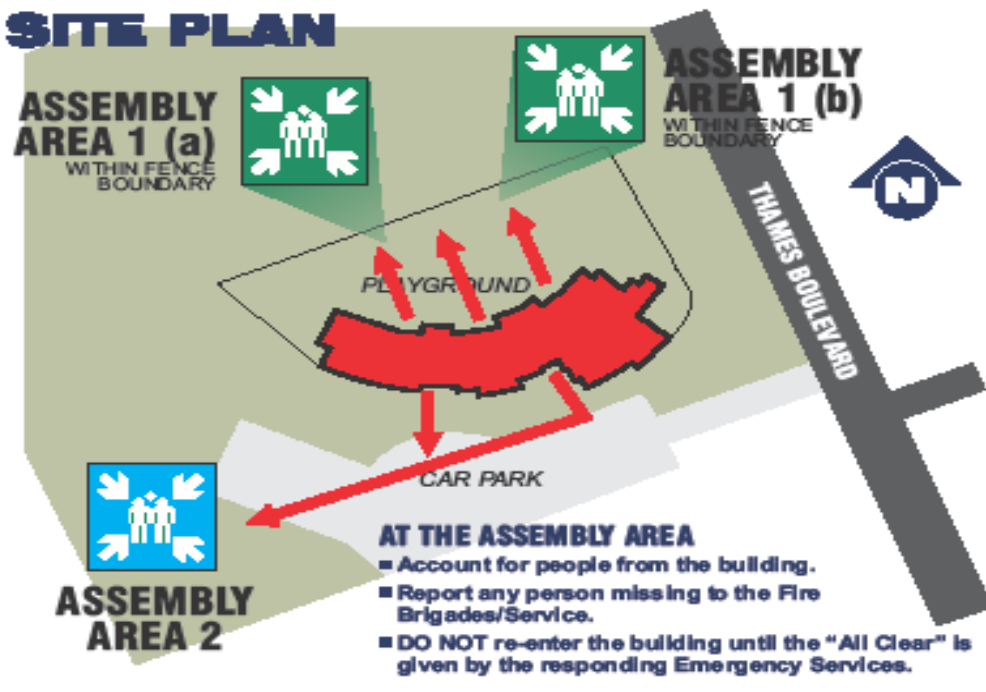


EVACUATION PROCEDURES

**FIRE AND EMERGENCY OPTIONS
 IN CASE OF FIRE**

- R REMOVE PEOPLE FROM IMMEDIATE DANGER AREA**
 Continually assess the situation, do not put yourself or others at risk (Do not obstruct Exits and/ or Exit Routes)
 
- A ALERT OTHER PEOPLE IN VICINITY OF THE FIRE/ EMERGENCY**
 Dial 000 and ask for Fire Brigades/Service
 
- C CONFINE FIRE/SMOKE**
 Close doors behind you and where practicable, windows also (To contain smoke/fire)
 
- E EVACUATE**
 (Extinguish/Contain Fire. If trained and if safe to do so, operate appropriate extinguishers)
 

SITE PLAN



VERSION 1.1

Prepare

Plan

Calenders

Health & safety guidelines

Rooms

Responsibilites

Community starts here.

Cleaning & Expectations

Fees, bonds & guarantees

Communication & guidelines

Bookings



Quantin Binnah
Community Centre

www.qbcc.org.au