

APPENDIX 3

Notting Hill Neighbourhood House Safety Procedures:

FIRE AND EMERGENCY EVACUATION PROCEDURES

- 1. WHEN ALARM SOUNDS**
LEAVE IMMEDIATELY BY NEAREST EXIT, ASSIST OTHERS FROM IMMEDIATE DANGER
- 2. PROCEED CALM TO THE ASSEMBLY POINT**
LISTEN TO ALL INSTRUCTIONS GIVEN BY THE **FIRE WARDEN**. DO NOT LEAVE THE ASSEMBLY POINT UNTIL INSTRUCTED TO DO SO

ASSEMBLY POINT: END OF WESTERFIELD SHOPS
- 3. CALL EMERGENCY SERVICES IF REQUIRED**
 - CALL **000** OR FROM A MOBILE CALL **112**
 - DIAL **106** FROM A TELETYPEWRITER (TTY) OR A DEVICE FOR THE DEAF
 - PLEASE PROVIDE DETAILS OF **EMERGENCY**
 - PROVIDE OUR ADDRESS: NOTTING HILL NEIGHBOURHOOD HOUSE, 37 WESTERFIELD DRIVE NOTTING HILL
 - PLEASE CALL THE NHHN MANAGER IF NOT PRESENT AT: 0468437654

LEGEND

	Main Exit Door
	Direction To Follow
	Fire Extinguisher
	Fire Blanket

ROOMS: KITCHEN, DISABLED WC, FEMALE WC, MALE WC, OFFICE, COMPUTER ROOM, LIBRARY/LOUNGE, RED ROOM (FITNESS ROOM), GREEN ROOM (CLASSROOM)

EXITS: Exit 1, Exit 2, Exit 3, Exit 4, Exit 5

ASSEMBLY POINT: WESTERFIELD SHOPPING STRIP AND PARKING

STREETS: WESTERFIELD DRIVE, SAMADA STREET

OTHER: playground, NORTH

PRODUCED ON: 13/05/21 VALID TILL: 13/05/26

Terms and Conditions of Hiring any part of the Premises and/or Facilities of the Notting Hill Neighbourhood House.

All applicants must read and agree to abide by these Terms and Conditions.

In accordance with Monash Council regulations **SMOKING, RESTRICTED AND/OR ILLEGAL SUBSTANCES ARE NOT PERMITTED** within the boundaries of the Notting Hill Neighbourhood House property. The Hirer is responsible for enforcing this policy.

Introduction

The premises of Notting Hill Neighbourhood House are intended primarily to accommodate the programs and services of the house. However, the premises are also available for hire by groups or individuals, provided that the activities of such groups or individuals wishing to hire are in line with the values expressed in the Mission Statement of the Notting Hill Community Association Inc.

The Notting Hill Neighbourhood House premises and/or facilities are not available for any purpose which, in the opinion of the NHCA Committee of Management:

- may interfere with the normal use of the premises
- is against the meaning or the spirit of the philosophy and values expressed in the Mission Statement of the Organisation
- would contravene the Terms and Conditions of our Facility Agreement with Monash Council.

All requests for use of Notting Hill Neighbourhood House premises and/or facilities will be assessed on an individual basis.

The Manager NHHN is the nominated representative of the Committee of Management for the purposes of these Terms and Conditions.

Approval to hire Notting Hill Neighbourhood House premises or grounds does not mean the organisation in any way supports or will promote the activity/function covered by the hiring agreement.

Applications

1. The request for hire of premises and/or facilities must be made on the Application Form accompanying these Terms and Conditions. Approval for hire of the premises will only be granted where the premises and/or facilities are available.
2. For ongoing hire of NHHN premises the application form must be renewed each semester.
3. The applicant must provide a detailed statement or program showing the purpose of, and specifying all activities that are to take place during their hire of Notting Hill Neighbourhood House premises and/or facilities.

4. It shall be at the sole discretion of the NHCA Committee of Management or its nominated representative to approve or otherwise the hire of the Notting Hill Neighbourhood House premises and/or facilities.
5. The Application Form for Hire of Notting Hill Neighbourhood House Premises represents a request for hire and requires payment in full of the invoice to confirm the booking. **No booking can be confirmed without payment in full.**

Hiring Charges

6. The Manager shall, from time to time, fix charges deemed by the Committee of Management to be suitable.
7. Rates of hire are available on application to the Manager of NHH.
8. All payments for hire of NHH premises are to be made in advance. See details listed on the Application for Hire. Any variation to these conditions are at the sole discretion of the NHCA Committee of Management or its nominated representative to approve or otherwise.
9. Overstaying the approved period of hire will be subject to an additional charge as stated in the Application for Hire.

Changes to Bookings

10. All requests for changes to bookings must have the prior approval of the Manager of NHH:
 - one-off changes are subject to availability
 - for a permanent change a new Application for Hire must be completed.

Cancellation of Booking

11. The Hire Agreement shall be cancelled immediately should the Hirer fail to comply with these Terms and Conditions for hiring Notting Hill Neighbourhood House. A refund may be available for the unused portion of the hire period.
12. Cancellations by the Hirer:
 - up to 4 weeks prior to the booking the hire charge will be refunded minus an administration fee of 25%
 - With less than 72-hour notice, no refund shall be issued.

Damage

13. The floors, walls, curtains, shelves or any other part of the building, or any fittings, or furniture shall not be broken, or in any other way damaged.
14. No notice, sign, advertisement, poster or fittings of any kind shall be erected in the building or attached to, or added to the walls, doors or any other portion of the buildings, fittings, or furniture without prior consent of the Manager of NHH or the NHCA Committee of Management.
15. If any damage occurs to the building, its contents, the surrounding House fixtures or grounds, the NHCA Committee of Management assessment of the damage shall be taken as final, without right of appeal, and such amount shall be a debt due and payable by the hirer and shall be paid immediately upon request.

16. Misuse of the premises and/or facilities in any way is sufficient cause to terminate this agreement forthwith.

Insurance

17. It is the responsibility of the hirer to obtain public liability insurance cover of a sum not less than Twenty Million Dollars and where appropriate, a Professional Indemnity Insurance cover of not less than Five Million Dollars for the duration of the activity/function for which the premises and/or facilities are hired. If the hirer has no Public liability insurance, cover can be arranged by the NHHN through the Monash Council.

18. A current copy of your public liability insurance policy is to be provided when submitting your Application for Hire of the premises. The policy must cover the full period of the hiring.

19. Long term Hirers are required as a condition of hire to provide this information each semester when signing the Hire Agreement.

Claims

20. The hirer shall be solely responsible for any accident, loss, damage or injury sustained by or resulting from the actions of, any person or persons attending the hirer's activity/function using any part of the Notting Hill Neighbourhood House premises, facilities or grounds during the currency of the hiring notwithstanding that such injury may arise from or by reason of any defect in the furniture, fittings, accessories of any kind, or building or otherwise, including any negligence or negligent act of or by the Manager of NHHN, NHCA Committee of Management, Staff or Volunteers or The City of Monash or any Officer or agent of any such party. The hirer agrees to indemnify the NHCA Committee of Management, its employees, volunteers, and any person acting on behalf of the Notting Hill Community Association Inc. or its affiliated bodies, against all claims and demands made or costs or expenses incurred in connection therewith.

21. The hirer shall obtain appropriate insurance cover for all workers both paid and voluntary engaged for the duration of the function for which the Notting Hill Neighbourhood House is hired.

22. The hirer shall be solely responsible for any claim by any person of excessive noise, loud music, disturbance or nuisance by people attending the function for which the Notting Hill Neighbourhood House is hired.

Security

23. The hirer shall:

- Lost keys shall be reported immediately to the Manager of Notting Hill Neighbourhood House and a Statutory Declaration signed to that effect. Replacement cost of keys and/or possible replacement of locks shall be met by the hirer immediately
- be solely responsible for security of the buildings and/or facilities and equipment and shall ensure that all windows and doors are locked, lights and appropriate appliances are turned off on leaving the premises.

24. All keys to be returned to the Notting Hill Neighbourhood House Key Safe after the duration of the hire.
25. Long term hirers will be responsible for the security of their key/s during the term of the Hire Agreement.

Limit of Hiring

26. It is the responsibility of the person signing as an individual or the authorised representative of the group to remain on the premises throughout the period for which it is reserved, to insure the safety and security of attendees and the facility and to further insure that all provisions of the hiring are followed. If due to unforeseen circumstances the above designated person is unable to be present a representative may be appointed with the prior approval of the NHH Coordinator. The representative will assume full responsibility under the hire agreement.
27. The hirer shall be entitled only to the use of and access to the part or parts of the Notting Hill Neighbourhood House hired, and shall with the exception of the kitchen and toilet area see that no access is allowed to other sections by their agents or guests.
28. **No access to the office is permitted under any circumstances whatsoever.**
29. All property of the hirer shall be removed at the conclusion of each session/function. This includes any foodstuffs and bottles, whether belonging to the hirer, course participant and/or guests. Dependent on space availability, long term hirers may be able to store a limited amount of property at the Notting Hill Neighbourhood House with the prior approval of the Manager. No responsibility will be taken by the Notting Hill Community Association Inc. its employees, volunteers or Committee of Management, for any property stored or left on Notting Hill Neighbourhood House premises.
30. Motor vehicle parking must conform to Monash Council parking regulations. The hirer shall be held responsible for any damage occasioned through breach of these requirements by any person attending their activity/function. Such damage shall be reported to Monash Council for further action.
31. The hirer is solely responsible for:
 - setting up room and return of all furniture and equipment as found
 - ensuring that all items used are cleaned
 - ensuring the kitchen and toilets are left in a clean state
 - enforcing the Smoke Free, and No Restricted and/or Illegal Substances Policy.
32. Any children accompanying hirers must be confined to the hired area, and be supervised at all times. **Please note that no children are permitted in the kitchen at any time unless supervised.**

Nature of Usage

33. The Committee of Management of the Notting Hill Community Association Inc. requires the hirer to supply a fully detailed, written or printed statement or program showing the purpose of and specifying all activities which are to take place during the term of hiring of Notting Hill Neighbourhood House premises. No departure

from the submitted statement or program will be allowed unless advised in writing in advance of the course/function to the NHHH Coordinator and approval is granted. This statement or program must be attached to the Application for Hire of the premises.

Sub-Letting

34. Sub-letting is not permitted under any circumstance.

Approval, Supervision and Authority

35. The hirer shall obey all instructions given by the Manager of Notting Hill Neighbourhood House or a member of the NHCA Committee of Management in respect of supervision of any function or activity.

36. Prior approval must be sought from the Manager of Notting Hill Neighbourhood House:

- to vary the arrangement of equipment and furnishings
- to operate electrical appliances other than those provided at the premises
- to place decorations on the premises
- if cooking is to be carried out
- if open flames or candles are to be used
- for access to the allocated area outside of the agreed time.

Free Access

37. Members of the NHCA Committee of Management, the Manager of Notting Hill Neighbourhood House shall be always entitled to access any and every part of the building/s or grounds hired.

Good Order

38. The hirer shall leave the premises and its grounds in a clean and tidy state and shall report to the Manager of Notting Hill Neighbourhood House any damage that may occur. The hirer will be solely liable for any failure to leave the premises in a clean and tidy condition acceptable to the Centre Manager's sole discretion. Cleaning arrangements may be made privately with the Notting Hill Neighbourhood House cleaners.

39. All furniture and equipment shall be replaced as found.

Disputes

40. In the event of any disputes or differences arising out of the hiring or the interpretation of these conditions, or of any matter contained herein, a representative of the NHCA Committee of Management shall have absolute authority to deal with any dispute arising from the hire of Notting Hill Neighbourhood House premises and/or facilities and the decision shall be final and conclusive.