



all about living<sup>inc</sup>

## Activity Centre Profile

174 Baskerville St, Brighton

The Baskerville St Activity Centre is adjacent to Peace Park, Brighton. It is set back from the road and has wheelchair access. Suitable for groups and businesses looking for a safe venue for meetings, workshops or classes.

**DIMENSIONS** 9.5m x 6m

### FACILITIES

#### Kitchen

Small electric oven  
Griller  
4-plate stove top  
Microwave  
Fridge/Freezer  
Urn and Kettle  
Sandwich maker  
Cutlery and crockery  
Dishwasher

#### General

150cm wooden table  
2x 7ft wooden tables  
8x 6ft plastic trestle tables  
10x maroon chairs (no arms)  
22x green chairs (with arms)  
Stereo/CD player  
50in flat screen TV  
Ceiling fans and air conditioning  
Gas BBQ

### ACCESS AND PARKING

Toilet is fully accessible to wheelchairs  
Parking right outside  
Bus station right outside (BCC route 310)

### HIRE RATES (inc GST)

#### Community/Not-for-profit/Small Business

Monday to Friday (9am - 4pm): First 3 hours: \$10/hr  
After 3 hours: \$35 flat  
Evening hire (4-9pm): \$40  
Weekend rate (9am - 4pm): \$55/day

**To make a booking:** Please speak with our service delivery team on 3269 1915 or complete the booking form.



Contact Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Hire: \_\_/\_\_/\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

No. of people: \_\_\_\_\_

- Business (full rate)
- Not-for profit (please provide supporting documents)
- Small Business (please provide public liability insurance)

Please give a brief description of your event/s or activity:



Please return this form along with a signed copy of our terms and conditions.

### Interpretation

- In these terms and conditions:
- "Hirer" means the person whose name and address appears at the end of these terms and conditions
- "Property" means the property on which the Activity Centre is situated "Activity Centre" means the Activity Centre specified on the Booking Sheet completed by the Hirer.

### Payment Terms

- Casual Hire – payment is required in advance for the Activity Centre
- Permanent Hire – invoices are emailed to the address on the Activity Centre hire form at the end of the month and payment is required within seven (7) days.

### Additional Fees

- Cancellations where less than 24 hours' notice is given will attract a cancellation fee of \$10.00

### General obligations

- When hiring the Activity Centre, the Hirer is responsible to ensure the following:
- An adult must supervise children at all times
- All equipment belonging to all about living inc is to be left in good condition
- Your event does not impact on the local community or surrounds (ie) loud noise, large crowds
- All doors and windows must be locked on vacation
- All lights, fans and air conditioners must be turned off
- BBQ, all crockery used must be washed and any other equipment must be returned to the place it was found at the start of the hiring period
- Loud speakers, televisions &/or music must be used in accordance with both State and local government noise regulations

### Occupational Health and Safety

Everyone on All About Living Inc. premises is obliged to take reasonable care to ensure their own health and safety and those of co-workers, visitors and patrons to events. It is the Hirer's responsibility to ensure that their employees, contractors, volunteers and/or helpers practice good housekeeping to control, identify and report any hazard to all about living inc staff immediately.

### Prohibited actions

- The Hirer must not drive tacks, nails or screws etc into all about living inc woodwork or any part of the building, furniture or fixtures. No smoking is permitted on the premises or within 4 meters of the building entrance
- The premises must not be used for any, offensive or illegal conduct, activity or purpose
- The Hirer must not permit any flame (including candles), explosive or fuel to be brought into the Activity Centre
- The Hirer must not in any advertising imply that all about living inc is associated with any event other than providing the facility
- The Activity Centre must not be used by a third party without the prior written permission of All About Living inc.
- The Hirer is not to bring on to the premises or allow others to bring on to the premises any illegal goods or substances or any dangerous goods or substances

### Privacy

All About Living Inc. takes care to respect the privacy of its hirers. Personal identifiable information (name, address etc) is required in order to create a legally binding contract between the Hirer and All About Living Inc. This personal information may be stored in the all about living inc database. At no time will All About Living Inc. disclose its database information (which contains personal information) to list brokers and/or list rental organizations. Any personal information collected will be retained only for so long as it is necessary to fulfill the purpose for which it was collected or so long as it may be required by law or All About Living Inc. policy.





# all about living<sup>inc</sup> Booking Form

### Decorations, Cleaning and Additional Services

The Hirer may decorate the room on the condition that all decorations are removed by the Hirer at the end of the function and no damage is done to the Activity Centre. The Hirer is financially liable for any damages sustained by All About Living Inc. or its property whether through the Hirer's own action or through the action of their contractors, sub-contractors or guests and clients attending any function booked by the Hirer or if the Activity Centre and surrounds are not left in a reasonable state of cleanliness.

### Breakages

Any breakages of equipment or damage to the Hall must be notified by the Hirer to all about living inc immediately. The Hirer will be responsible for the cost of the equipment and for the cost of repair of any damage.

### Notification

It is the responsibility of the Activity Centre Hirer to inform all about living inc of any amendments, additions, changes or alterations to the original Hire Form by completing a new form with the relevant details. Acknowledgement and Agreement

I have read and understood the above conditions. I agree to abide by the terms and conditions stated above and according to the purpose of use as stated in the Activity Centre Hire Agreement.

### Public Liability Insurance

Businesses undertaking any for-profit activity at the Activity Centre must provide proof of public liability insurance.

Signed by: (Name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Authorised by All About Living Inc. representative
- Booked in hall hire calendar

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

