

Hastings Community Hub.

Welcome and thank-you for choosing the Hastings Community Hub as your venue of choice. We will endeavour to ensure that your event runs smoothly and professionally. Our friendly staff are always available to assist.

Hastings Community Hub includes various meeting places; community kitchen and dining area, multi-purpose/function areas of varied sizes, an IT Hub and a space for art related activities. All of which make it perfect for learning, sharing community ideas and activities.

Hastings Community Hub recognises its moral and legal responsibilities to provide a safe and healthy work environment for those using the facility. We ask that you take full responsibility for yourself, fellow employees, volunteers, participants or members of the public to any risk of injury or illness. Any hazard identified during your time visiting the facility should be identified to our reception staff.

Advance Community College.

Hastings Community Hub is managed by Advance Community College, a not-for-profit organisation and Registered Training Organisation (RTO). Advance Community College provide nationally accredited training in a variety of areas including; First Aid, Individual Support, Community Services, Hospitality, Horticulture and a variety of short courses.

Advance Community College has extensive experience providing training and support services. Our goal is to provide quality training and learning experiences that assist all learners to achieve their full potential. Our team is highly skilled, experienced and qualified. All of our trainers have current and relevant industry experience in the particular courses or units of competency they deliver.

Advance is contracted by the Higher Education Skills Group (HESG) to provide Government Funded Training under the Victorian Training Guarantee (VTG).

Booking Procedure.

Please complete the attached booking application and return with a copy of your insurance documents to:

Email: hastingshub@advance.vic.edu.au

Post: 1973 Frankston Flinders Road, Hastings, 3939

Please note bookings are not confirmed until notification is received.

Once the application has been checked and entered into the system, you will be sent a confirmation of your booking.

If you have any questions or require any further information please do not hesitate to contact:

Event Co-ordinator: Bek Mantell
Hastings Community Hub PH: 5979 1398

Hastings Community Hub and Advance Community College are happy to provide a space for commercial and community groups to use at minimal costs and ask that you follow some simple guidelines in return;

- 48 hours notice in writing/email is required for any cancellations or variations to the original booking, or full fees will apply.
- Annual, regular groups and term bookings must give 4 weeks notice in writing to terminate the booking or full fees will apply.
- Any persons or organisations hiring or using Hastings Community Hub must be covered by adequate (minimum \$10,000,000) public liability and property insurance. A copy of this insurance agreement must be submitted with this booking form.
- It is the hirers' responsibility to liaise with the presenter/facilitator of your event to ensure that all requirements of the event are met.
- Should you require tea/coffee/water/catering facilities please notify us at time of booking.
- The hirer is responsible for all catering and clean up not provided by the Hastings Community Hub. All catering must comply with current food safety and hygiene regulations.
- Consumption of illegal substances on the premises is prohibited. Smoking is to be outside in designated areas only.
- The hirer is responsible for leaving the premises in a clean and tidy state and shall remove all rubbish and other waste matter. Any cost incurred by Hastings Community Hub in cleaning the premises shall be recoverable from the hirer.
- In the event that facilities or equipment are damaged, the hirer is responsible for reimbursement for restoration costs incurred.
- Hirers that are granted permission to use the facility shall not assign the right of use to any other person, organisation or body.
- All programs and advertising of events at Hastings Community Hub must be approved by Hastings Community Hub Management prior to printing, publication or circulation.
- Advertising of the venue may refer to Hastings Community Hub but the Hub telephone number is not to be listed as a contact regarding your hire. The hirer's telephone number for any queries about the event must be clearly communicated.
- The hirer must ensure they are in attendance before the event commences to ensure everything is ready for their event and must remain after the event finishes to ensure the facility is left in a clean and tidy state.
- Please be courteous and respectful of other facility users.
- Please leave the rooms as you found them, there are maps located in all rooms to help reset if you have moved furniture.
- Heating/cooling is provided in all rooms for your comfort, you are able to operate these manually from each room, foyer and kitchen area. Please ensure they are turned off when leaving (additional charges may be incurred)

Hastings Community Hub:
Room Hire Rates

<u>Multi Function Space (Room No. #1 & #9)</u>	
Commercial – per hour day rate	\$40.00
Commercial – per hour evening/weekend rate	\$47.00
Community – per hour day rate	\$30.00
Community – per hour evening/weekend rate	\$35.00
<u>Multi Purpose Room #7 and #8</u>	
Commercial – per hour day rate	\$30.00
Commercial – per hour evening/weekend rate	\$37.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$30.00
<u>IT HUB</u>	
Commercial – per hour day rate	\$35.00
Commercial – per hour evening/weekend rate	\$42.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$35.00
<u>Meeting Room #1 (Room #12) with kitchenette</u>	
Commercial – per hour day rate	\$35.00
Commercial – per hour evening/weekend rate	\$42.00
Community – per hour day rate	\$30.00
Community – per hour evening/weekend rate	\$35.00
<u>Meeting Room #2</u>	
Commercial – per hour day rate	\$30.00
Commercial – per hour evening/weekend rate	\$37.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$30.00
<u>Art Room (Room #5)</u>	
Commercial – per hour day rate	\$35.00
Commercial – per hour evening/weekend rate	\$42.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$30.00
<u>Stage Office A & B</u>	
Commercial – per hour day rate	\$25.00
Commercial – per hour evening/weekend rate	\$30.00
Community – per hour day rate	\$20.00
Community – per hour evening/weekend rate	\$25.00
<u>Community Kitchen and Dining Area</u>	
Commercial – per hour day rate	\$30.00
Commercial – per hour evening/weekend rate	\$37.00
Community – per hour day rate	\$20.00
Community – per hour evening/weekend rate	\$25.00
OFFICES (#11/#13/#14)	POA

FACILITY LAYOUT



APPLICATION FORM FOR FACILITY HIRE

Office Use

Event Day: _____

Event Date: _____

APPLICANT DETAILS

NAME OF ORGANISATION/GROUP _____

PURCHASE ORDER NO. _____

CONTACT PERSON _____ POSITION _____

ADDRESS _____ SUBURB _____

POST CODE _____

EMAIL _____

TELEPHONE (BH) _____ TELEPHONE (AH) _____ MOBILE _____

EVENT DETAILS

Proposed Day(s) _____ Proposed Date(s) _____

Proposed Start Time _____ Proposed Finish Time _____ (please include set up and pack up in times)

Please provide a brief description of the activity/service/event you wish to conduct at the centre:

Estimated number of people attending the event/service/activity: _____

Room(s) Required:

<input type="checkbox"/> Multi-Function Space #1	<input type="checkbox"/> Multi-Function Space #9	<input type="checkbox"/> IT Hub	<input type="checkbox"/> Community Kitchen
<input type="checkbox"/> Foyer Area	<input type="checkbox"/> Stage Area A	<input type="checkbox"/> Stage Area B	<input type="checkbox"/> Art Space
<input type="checkbox"/> Meeting Room #1	<input type="checkbox"/> Meeting Room #2	<input type="checkbox"/> Meeting Room #7	<input type="checkbox"/> Meeting Room #8
<input type="checkbox"/> Office #11	<input type="checkbox"/> Office #13	<input type="checkbox"/> Office #14	

Would you like us to provide catering for your event? ☐ Yes ☐ No

If yes, please provide details of what you would like:

<input type="checkbox"/> Tea and coffee facilities	<input type="checkbox"/> Lunch	<input type="checkbox"/> Cold	<input type="checkbox"/> Hot
<input type="checkbox"/> Morning tea	<input type="checkbox"/> Afternoon tea		

Notes: _____

What equipment do you require?

<input type="checkbox"/> Tables	<input type="checkbox"/> Chairs	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Projector	<input type="checkbox"/> Lectern	<input type="checkbox"/> Wi-Fi
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What equipment do you intend to bring along? _____

Notes: _____

Is your group: ☐ Not for profit community group ☐ Not for profit community agency ☐ Business

Does your group have public liability insurance coverage? ☐ Yes - expiry _____ ☐ No

If yes please provide a copy

Brief description of your organisation's purpose and target group, e.g. families, young people, ethnic group, etc

1. I hereby apply to hire the Hastings Community Hub facilities details as completed above.
2. I certify that I have been issued with Hastings Community Hub conditions of Hire Agreement which I have read and understood and I will comply with all conditions detailed in that document.
3. Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the Application Form on the hirer's behalf and acknowledge that I am personally responsible for ensuring that the hirer complies with the conditions of hire.
4. The hirer will provide a current copy of Hirer's Public Liability Insurance Certificate.
5. The hirer(s) here to agree to indemnify and to keep indemnified and to hold harmless Advance/Hastings Community Hub, its staff and agents and of each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it or any of them arising out of or in any way related

Applicant Name: (print) _____

Applicant signature: _____ Date: _____

Please complete this form and return via email to:

Hastings Community Hub
Event Co-ordinator
Email: hastingshub@advance.vic.edu.au

Lodgement of this form does not guarantee use of the facility.

In accordance with the current privacy laws your personal details will be protected.

Office Use Only

Planner Updated ☐ Confirm letter sent ☐ Invoice #: _____ Date sent: _____

Catering required ☐ Yes ☐ No

Caterer _____ Date ordered _____ Date confirmed _____

PAYMENT

Room Hire: \$ _____

Equipment Hire: \$ _____

Catering: \$ _____

TOTAL COST: \$ _____

Key Required: ☐ YES ☐ NO Security Code: _____

Public Liability: ☐ YES ☐ NO Expiry Date: _____