



CENTRE FOR THEOLOGY & MINISTRY

ROOM BOOKING GUIDELINES

Thank you for your interest in hiring facilities in the Centre for Theology & Ministry (CTM). The CTM is located at 29 College Crescent, Parkville on the southern side of College Crescent between St Hilda's and Ormond Colleges.

CTM FACILITIES AVAILABLE FOR HIRE

Facilities available for hire are all on the ground floor of the CTM and include:

Seminar Room G1: Informal or formal layout. 14 chairs and two small side tables arranged in the round; 6 tables are around the perimeter of the room. The room is equipped with a whiteboard, roof-mounted interactive data projector, DVD, video player and internet capability.

Seminar Room G2*: 6 round tables and 30 chairs, whiteboard, roof-mounted interactive data projector, DVD, microphones (two receivers) video player and internet capability.

Seminar Room G3*: 15 small tables and 33 chairs, whiteboard, roof-mounted data projector, DVD, video player and internet capability.

Seminar Room G4: 13 small tables and 25 chairs, whiteboard, roof-mounted data projector, DVD, video player and internet capability.

Wyselaskie Hall: seats up to 120 people in a variety of layouts (individual chairs). Stage (in two sections and moveable), grand piano (extra hire charges apply), data projector, audio loop, four receivers (maximum capacity of four microphones comprising hand held and/or lapel).

Chapel: seating for approximately 30 people (individual chairs), flexible layout.

Pearson Room: Casual seating for 6 suitable for small discussion group.

Catherine Duncan Room:
Seating for 10 people at tables.

Wyselaskie Foyer: recommended area for hospitality.

Café area: seating at café tables for 40.

** please note that Seminar Room G2 and Seminar Room G3 have a moveable wall separating them and can both be combined to form one large space.*

I. Who to Contact

- 1.1 Applications for hiring CTM facilities may be made on-line (<http://ctm.uca.edu.au/support-services/facility-hire/spaces/>) or directed to:

The Receptionist - Administration
Centre for Theology & Ministry
29 College Crescent
Parkville VIC 3052

bookings@ctm.uca.edu.au
03 9340 8800

Once your booking is confirmed, a Letter of Agreement will then be sent for signature confirmation.

- 1.2 Where the application is made on behalf of an organisation or body, the applicant must name the organisation and the authority the applicant has for making the application;
- 1.3 The CTM reserves the right to accept or reject any application without further comment.

2. Deposits and Hire Payments

- 2.1 An administration fee of \$50 is payable once the booking has been confirmed;
- 2.2 A security bond of 50% of the total hire charge must be paid when a booking is made. A booking for which a security bond is not received within fourteen (14) days from the date of the booking being made, will be regarded as not being confirmed and may be cancelled without notice;
- 2.3 Bookings are considered tentative until receipt of required security bond. Tentative bookings may be reallocated without notice or liability;
- 2.4 Where a reservation of CTM facilities is made less than two weeks in advance, a security bond of 50% of the total hire charge is payable immediately following the reservation;
- 2.5 After the function, total hire charges shall be paid within thirty (30) days of the issue of the invoice, less the security bond (see 2.4);
- 2.6 The security bond shall be held as security against damage to the building or any fittings or furniture contained therein, or for any abnormal cleaning of the building after the use by the hirer. The hirer shall be liable on demand by the Administration Manager to pay any further amount in excess of such deposit to meet the full cost of such damage or cleaning;
- 2.7 Hiring fees and charges shall be in accordance with the schedule approved by the CTM at the time of booking;
- 2.8 All hirers claiming not for profit rates must provide evidence confirming their NFP status.

3. Cancellation of Booking

3.1 By the hirer:

Where notification of cancellation is received by the CTM more than one month prior to the event, the CTM may retain 50% of the security bond. Where notification of cancellation is received less than 7 days prior to the function, the CTM may retain the full security bond;

3.2 By the CTM:

The CTM may, at any time up to two months prior to the function, cancel any reservation previously made, notwithstanding that monies may have been paid in connection therewith, and return to the hirer all monies so paid which the hirer hereby agrees to accept. The hirer shall have no claim for loss of damage in consequence of such a cancellation.

4. Adjustments to the Booking Arrangements

4.1 Any requests for adjustments to hiring arrangements (for example, increasing/decreasing the number of booked rooms, etc.) must be made earlier than one month prior to the event. Please be aware that there is no guarantee that the CTM will be able to comply with any such requested adjustments.

4.2 The CTM reserves the right to renegotiate spaces for the event, subject to availability. Should a new suitable space be unavailable a full refund will be sent to the hirer.

5. Transfer of Hiring

Except with the previous consent in writing by the CTM, no hiring shall be sub-let or assigned from the hirer to another person, and no hiring shall be transferred to another date by the hirer.

6. Security

It is understood by the hirer that the hire fee does not include security and that opening and closing the building as well as public access during the event is the responsibility of the hirer. An emergency procedures induction will be provided prior to the booking.

7. Insurance

7.1 Risks associated directly with instruments, equipment etc. which may be brought into the CTM and used by the hirer in connection with the function are to be insured by the hirer;

7.2 The hirer shall not do or neglect or permit to be done or left undone, anything which will affect the CTM's insurance policy or policies relative to fire or public risk in connection with the building, and the hirer agrees to indemnify the CTM to the extent that such policies are affected through any such act of commission or omission;

7.3 Even though the CTM is covered by the Synod's (Victoria and Tasmania) public risk insurance policy, hirers are advised that under certain circumstances they may be held liable. Therefore, it is strongly recommended that hirers, in their own interest, take out their own Public Liability Insurance. The policy should cover all claims for demands made by any person or persons for bodily injury or damage to loss of property occurring during the period of hiring.

- 8. Good Order**

The hirer shall be responsible for the observance of these conditions and for the maintenance and preservation of good order in the CTM and its environs throughout the duration of the whole hiring period.
- 9. Set Up and Pack Up**

Room hirers are expected to perform all furniture and equipment room set ups and pack ups for their event. If the hirer requires the assistance of the CTM an additional charge will need to be negotiated.
- 10. Timing and Details of the Booking**
 - 10.1 Starting time**

The hirer shall be in attendance at the CTM at least one hour before the advertised time of the function;
 - 10.2 Finishing time**

Unless otherwise agreed to by the CTM the occupancy by the hirer of the hired premises shall not extend beyond the agreed finishing time.
- 11. Access to the CTM**
 - 11.1 Booked Event**

The hirer shall only be entitled to the use of the particular part or parts of the building specified in the hiring agreement, between the specified start and finish time of the hire. The CTM reserves the right to let any other portion of the building for any other purpose or purposes at the same time.
 - 11.2 Other Events**

The CTM reserves the right to book other events in the same rooms and spaces up to one hour before the scheduled event commencement time and one hour after the scheduled event finishing time.
- 12. Decorations – Stage Fittings, Films etc.**

No stage property, decorating materials or articles of any kind shall be brought into the building or used without the consent of the CTM.
- 13. Damage**

The walls, floors and any other part of the building, or any curtains, blinds, fittings or furniture shall not be broken, pierced or damaged in any other way. No proscenium, scenery, fittings, decorations, posters, advertisements, plaques, shields or emblems of any kind shall be erected, fixed, hung or displayed without prior arrangement of the CTM and in such case the hirer shall pay any extra insurance or other cost thereby incurred.
- 14. Advertising/Notices**

Signs, notices or the like are not to be displayed outside the CTM or its precincts without the prior consent of the CTM. Blu-Tack, or a similar product must be used to attach signs, notices and the like to walls. The use of any type of sticky tape on walls or doors is strictly prohibited.
- 15. Theft or Losses**

The CTM will not accept responsibility for loss or damage of any equipment, merchandise or personal effects left in the premises prior to, during or after the event. Furthermore neither the CTM or its staff and/or employees shall be liable for any loss or damage sustained by the hirer or any persons, firm or corporation

entrusting to or supplying and article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the CTM against any claim by any such person, firm or corporation in respect of such article or thing.

16. Photographs and Recordings

Flashlight photographs or any recording by any means in the CTM shall be permitted only with the prior approval of the CTM.

17. Food and Alcohol

17.1 No food or refreshment shall be sold within the CTM or its precincts without the prior consent of the CTM;

17.2 It is the responsibility of the hirer to obtain any necessary permit, licence or like approval as may be required by the Liquor Licensing Commission with respect to the supply, consumption or sale of alcohol within the CTM or its precinct.

18. Catering

18.1 Whilst the CTM does not have exclusive catering contracts, our on-site caterer, Vu Food Worx, is our preferred caterer. Details can be found on our website.

18.2 The hirer may make arrangements for a caterer of the hirer's choice to provide catering services in the CTM, at their own expense as long as the caterer complies with all relevant laws and regulations. Delivery of catering and post function equipment pick-up must happen within the specified start and finish time of the hire. Should you decide to hire an external caterer, it is the hirer's duty of care to ensure the company complies with the relevant rules and regulations, which include:

- does the caterer have Public Liability Insurance?
- does the caterer have a registered business name with an ABN?
- does the caterer have current Food Act Registration?
- does the caterer use an approved food transport vehicle;
- if alcohol is to be served, does the caterer have an appropriate licence?
- is the caterer willing and have the ability to safely cater for people with food allergies?

18.3 The hirer shall be responsible for ensuring that the kitchen is left clean and rubbish is immediately removed from the facility and placed in receptacles provided for waste;

18.4 If such works are not carried out to the satisfaction of the CTM, cleaning and waste removal or any such works necessary to be undertaken shall be organised, and the hirer shall be responsible for any costs incurred;

18.5 The provision of cutlery and crockery is the responsibility of the hirer.

19. Piano

19.1 The use of the CTM piano requires prior permission, as part of the hiring arrangements. Charges apply;

- 19.2 The CTM piano shall not be dismantled or adjusted in any way, nor be played in a non-regular method (including prepared piano, removal of piano lid etc.).
- 20. Smoking**
The UCA has a smoke-free policy hence smoking is not permitted inside the CTM.
- 21. Admitting Persons in Excess of Capacity**
The hirer shall not admit persons to the CTM spaces in excess of the specified capacity.
- 22. Ticket Attendance/Doorkeepers**
The hirer shall arrange at his/her expense for the services of all necessary ticket attendants and ushers and shall also arrange for the services of doorkeepers. For security purposes the external doors of the CTM are locked after hours, so a representative of the hirer must be prepared to monitor and be responsible for any ingress and egress of the CTM.
- 23. Parking**
There is no onsite parking available for event participants on weekdays owing to staff requirements. Availability of the car park after hours Monday to Friday and on weekends will be advised on a case by case basis.
- 24. Health and Safety**
Information on what to do and who to contact in the case of an emergency are on signs throughout the building. It is essential that every hirer has a health and safety induction of the building prior to the event (by arrangement with the Receptionist – Administration).
- 25. Obligations of the Hirer**
- 25.1 The hirer shall not do anything on or in connection with the premises or facilities or the use to be made thereof which will bring the CTM into disrepute or which may in any way imperil any licence granted or insurance affected in respect of the premises and shall comply with all Acts, Regulations and By-Laws relating to the UCA, to the premises or to the use to be made thereof.
- 25.2 The hirer shall inform persons using the premises during the period of the licence, which entrance(s) to the premises are to be used as escape doors in case of alarm from fire or any other emergency.
- 25.3 The hirer shall indemnify and keep indemnified the CTM and the UCA against all actions, suits, claims and demands whatsoever arising out of or in connection with the CTM;
- 25.4 The hirer shall be responsible for the maintenance and preservation of good order in the premises and approaches thereto throughout the duration of the function.
- 26. Observance of Laws**
The hirer shall comply with the requirements of the Health Act, Local Government Act, Liquor Control Act and other relevant Acts and By-Laws, rules or regulations made thereunder, and shall be liable for any breach of such Acts, rules or regulations.

27. Infringement of Copyright

Copyright is the responsibility of the hirer. The hirer shall indemnify the UCA against any infringement of Copyright in connection with the performance of any musical, literary, or dramatic works in CTM.

28. Breaches

Any person committing a breach of one or more of the Conditions, may be expelled from the facility (notwithstanding he/she may have paid for admission) by the Building Supervisor or authorised CTM person.

29. Disputes

Any dispute or difference arising as to the interpretation of this agreement or as to any matter or thing contained therein or as to the meaning of any of the terms and conditions herein shall be submitted to the Administration Manager of the CTM whose decision shall be final and conclusive.

30. Force Majeure

Should any event including flood, fire, earthquake, civil disturbance or industrial action prevent either the hirer or the CTM from carrying out the obligations under this agreement, neither the hirer nor CTM shall be liable for the non-performance under this agreement. In the event that the organiser cancels for reasons of *Force Majeure* all payments will be refunded except the initial deposit. If the CTM cancels the agreement due to *Force Majeure* all monies will be refunded.