

Blue Gum Community Centre

Information for Venue Users

Welcome to the Blue Gum Community Centre

This booklet contains information to assist you in your use of the Centre.

Please refer to this booklet **and** to the Terms and Conditions of Use as listed on SpacetoCo, for information about your responsibilities when using the Centre.

Please make yourself and others in your group aware of the safety information provided.

Please contact us if you have any questions, concerns, ideas or other feedback.

We hope you enjoy your time at Blue Gum Community Centre.



The City of Melville acknowledges the Whadjuk Noongar people as the Traditional Owners of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders both past and present.



Contact information

Street address

Blue Gum Community Centre
33 Moolyeen Road
Brentwood

Postal address

City of Melville
Locked Bag 1
Booragoon WA 6954

Phone

(08) 9364 0148

Website: www.melvillecity.com.au

Email

Community Centre Officers:

bg.bc@melville.wa.gov.au

Community Centre Supervisor:

sheridan.nairn@melville.wa.gov.au

Emergency and Important Phone Numbers

000 Fire or life-threatening emergencies only.

131 444 Police

To report any criminal activity, damage to property, trespass onto the venue, or if you feel threatened.

131 247 Melsafe

Call this number if you have any difficulty with locking up the centre and if you have called the Police for any reason. The security service will assist with securing the area and with reporting any security concerns.

Responsibilities of Venue Users

- Users are required to have **Public Liability insurance and to provide an up-to-date Certificate of Currency**. It is the responsibility of the User to check the expiry date of their Public Liability Insurance policy and to ensure that a current certificate is uploaded onto your spacetoco account. Bookings may be discontinued if this condition is not met.
- Users may only use and access the hall at the times specified on their Booking Application. If additional time is required please make a booking via the Spacetoco platform.
- **Entry Codes** - Users who have a booking will receive an entry code from Spacetoco. You are responsible person for this code (we do not recommend sharing your code)
- **Exit Doors must be kept closed** - these doors are monitored by our Security Company – call out charges for doors opened not in an emergency will be passed onto the Hirer.

Entry Codes (Not yet Activated – Groups will be given Access Card)

Every customer will receive a personalised PIN code for all their bookings. This PIN code is unique and ensures secure access to the booked space i.e. entry to building and the room you have booked – Main Hall, Function Room or Meeting Room. You are responsible for your code.

You can find your code on your Spacetoco Account in three main locations:

- At the top of the individual booking slide out (for the customer) or
- An email should have been delivered to the customer when the booking is approved, or if the PIN gets changed by the City.
- On the home page of the customer dashboard
- The code will only work during your hire times and space booked – please ensure that you vacate the building at the end of the session.

Entering the Building via the Main Door (front sliding door)

The centre is staffed on Tuesday, Wednesday, Thursday and Friday from 9.00am to 4.00pm and the Main Door will be on automatic opening mode. On these days the alarm will be turned off and the centre open. You will only need to use your pin code for gaining access to the Function Room, Main Hall or Meeting Room during this time.

For groups that use the venue during the other days or during after hours times:

- You will need to use your personalised pin code to gain entry via the front sliding door keypad (see image below)– located on the wall to the left of the sliding door (your pin code will only work during your booked timeslots)
- Once inside the venue, you will need your personalised pin code to gain access on the keypad to the room you have hired.
- The doors cannot be set to automatic opening, so it is advisable to have a designated person operate the front door using the touchless open system next to the sliding door on the right hand wall. The Main Hall sliding door has a green push button located to the left of the door – please press to exit the space or to open for your members.



Access Pad (which code is required to be inputted located at front of building and entry to each room). **Note** the access code will only work on these access pads – during hire times (please ensure you leave the building at the end of your hire period).

Meeting Room

The meeting room is located in the foyer on the left-hand side. Access is available via the keypad positioned to the right of the glass door. Please enter the PIN code provided by SpacetoCo to gain entry.

Toilets: meeting room participants can use the staff toilet located in foyer. A key to open the door will be available on the hook on the wall next to the light switch. Please ensure that the toilets are kept locked, and left clean and tidy for the next group. If you find the toilet in an unsatisfactory state, please report to the Office staff

Lights: the light switch is located on the wall to the right of the meeting room entry door.

Meeting Room Air Conditioner: a reverse cycle control panel is located next to the entry door. Please ensure that the air conditioner is turned off at the end of your session.

Function Room

To enter use your pin code given by spacetoco on the keypad on wall to the right of the entry door. Please note that Foyer lights are located next to the sliding door entry (Main Hall)

Toilets are located in the hall inside the room. The lighting in the toilets is operated by sensors – there are no switches to turn on. Please ensure that the toilets are left clean and tidy for the next group. If you find the toilet in an unsatisfactory state, please report to the Centre staff

Lights: there is a light switch under the air conditioner panel (as you enter the room to your left)

Function Room Air Conditioner: a reverse cycle control panel is located next to the entry door. Please ensure that the air conditioner is turned off at the end of your session.

Main Hall

The main hall located through the foyer sliding doors (entry can be gained by using your pin code given by spacetoco on the keypad to the right of the sliding door)

Toilets for this hall are in the hall along the corridor. The lighting in the toilets is operated by sensors – there are no switches to turn on. Please ensure that the toilets are left clean and tidy for the next group. If you find the toilet in an unsatisfactory state, please report to the Office staff

Lights – Foyer – are located next to the sliding door entry and Main Hall lights are located on the wall underneath the air conditioner switches.

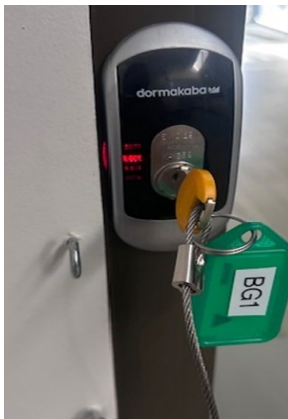


Lights –Main Hall lights are located on the wall underneath the air conditioner switches.



Evaporative Air conditioner - Please ensure that the air conditioner is on the **off** position on each switch panel when you finish your booking. (blue arrow shows the switch is on the off position).

If not cooling ie on fan only – check that first switch is not on fan only (orange arrow shows switch on cool mode)



Groups can set door to their requirements during booking however, to keep the space secure, **all groups must ensure the door is set to either Lock or Exit at the end of their session.**

Door Function Modes

- **Auto** – Door opens from both sides when the automatic sensor is triggered.
- **Lock** – Door will not open automatically; press the button to exit.
- **Exit** – Door opens only to allow someone to leave the room.
- **Open** – Door must be manually opened and closed.

Emergency Evacuation Procedure

Users are required to inform participants about the locations of Emergency Exits and Evacuation Procedures.

There is no fire alarm in this building. If you detect or smell smoke:

- Stay calm and stop what you are doing.
- **Remove** People from immediate danger
- **Alert** People in the nearby areas and raise the alarm
- **Contain** The fire/smoke if safe to do
- **Extinguish** The Fire only if trained and safe to do so

If you see or smell smoke in the building,

- **Follow the R A C E instructions above and call 000.**

User's responsibilities

- **Keep all doors and emergency exit doors clear at all times.**
These doors are your way out in an emergency so
DO NOT put furniture in front of any doors at any time.
Exit Doors must be kept closed – these doors are monitored by our Security Company – calls out charges for doors opened will be passed onto the Hirer (unless emergency)
- In case of fire or other emergency during office hours, Users must follow the instructions of the City of Melville staff.
- After hours, or when **no** City of Melville staff are on site, Users are responsible for ensuring the safe evacuation of all persons in the room/s they have booked.
- Please ensure that you and your group are familiar with the **Fire Exits and Emergency Evacuation Procedure** (located near the Exit doors). Review this information regularly with your group.
- It is recommended that Users keep a record of the number of people attending their session so that all persons can be accounted for in case of evacuation.
- The User will notify the Centre staff at the earliest opportunity if any incident or injury occurs during their session.
- The maximum number of people permitted in the booked room must not be exceeded.
Maximum number of people permitted:
Main Hall: 300 people
Function Room: 100 people
Meeting Room: 10 people
Activity Room: 25 people

Safety and Security

Everyone appreciates having a clean and tidy venue for their activities.

Keeping the Centre clean and tidy is also important for safety. Achieving this requires the cooperation of all Users of the Centre.

- Please leave the areas you use in the Centre in a clean and tidy condition.
- Return all furniture, cleaning equipment and utensils to the correct location so that those following you will be able to find what they need.
- Dispose of your rubbish in the bins outside in the bin enclosure and replace used rubbish bin liners.

Supervision of Children

Children must be supervised by a responsible adult at all times in all parts of the venue.

This a Non-Smoking venue

Smoking is not permitted in any part of the venue by any person at any time. The venue includes all entrances to the building.

Take precautions to avoid theft

Keep valuables out of sight. Keep doors closed/locked and be aware of strangers entering your room. Report thefts to police on **131 444** and notify the Centre staff when the office is next open.

Report Risks and Damage

For safety reasons, please report any damage that you notice on entry to the venue, and any damage that occurs during your session.

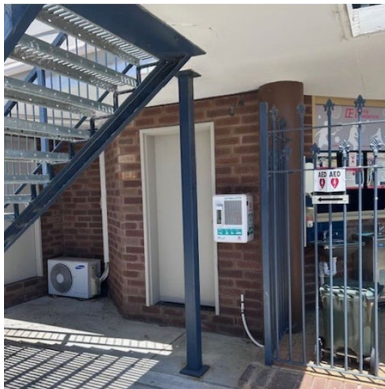
First Aid

Users are required to provide their own first aid kit to suit the needs of their group whilst at the Centre.

Fire Extinguishers

The location of fire extinguishers is shown in the Evacuation Maps displayed in the Centre.

Defibrillator (Tennis Club/Squash Club) is located on the Tennis Club/Squash Court wall (behind Community Centre) under the stairs to the squash Court



Kitchen

The fridge is available for groups to use for the duration of their session only. Please remove your group's items before leaving the Centre.

If you wish to use the dishwasher, you will need to bring your own dishwasher tablets/powder.

A continuous hot water urn is located on the wall over the sink.

Courtyard

- Children must be supervised by a responsible adult at all times in the outside areas and playground.
- If your group has used the outside areas, please leave it clean and remove any rubbish.

Rubbish bins

- Council bins are housed in the enclosure to the left of the main entrance – the key for the bin door is located inside the kitchen on the wall next to the door. The bins with red lids are for general waste, green lids for FOGO and yellow lids for recycling.
- At the completion of their session, Users are asked to remove rubbish from the kitchen and halls and dispose of their rubbish in the council bins. Please bring extra plastic bin liners with you to replace the ones you use during your session.

Items that Users are required to supply

- **Dishwashing liquid**, cloths and tea towels
- **Any other consumables** that you need for your session, eg whiteboard markers and eraser, pens etc.
- **First Aid Kit**

Blue Gum Community Centre

The aerial photo below shows the Blue Gum Community Centre and the adjacent tennis courts, Squash Centre, Child Care Centre and Brentwood Primary School, the main streets and location of the entrances to the centre



Main entrance of the building and car park located off Moolyeen Road.

Parking is available in front of the centre and also at the rear of the building, which is accessible via Dawson Road and Disney Street.

Layout of Blue Gum Community Centre



- ✘ Access Control Pads (input pin code to enter your booked space and front door)
- ★ Function Room Lights and Air Conditioner Panel
- ★ Main Hall Lights and Air Conditioner Switches
- ★ Kitchen Light Switch
- ▲ Sliding Door Open Button (Front Foyer is touchless exit – wave hand across red button)
- ☺ Staff and Meeting Room Toilet
- ★ Bin Enclosure

EVACUATION DIAGRAM
Blue Gum Community Centre
 33 Moolyean Road, Brentwood 6153
 Cranford Ave (nearest cross street)



LEGEND

- Emergency Exit
- Assembly Area
- Egress
- Dry Chemical Extinguisher
- CO2 Extinguisher
- Fire Hose Reel
- Fire Blanket
- Electrical Switch Board

Fire

- R** REMOVE people from immediate danger
- A** ALERT people in the nearby areas and call 000
- C** ONTAIN the fire/smoke if safe to do so
- E** XTINGUISH the fire if safe to do so

Evacuation

- Follow the wardens instructions as directed
- Leave the building via the closest exit
- Provide assistance to mobility impaired persons
- Proceed to the closest assembly area
- Do not leave the assembly area until directed by the Chief Warden



Changes to bookings or contact details

- **Booking cancellations made via SpacetoCo up to 7 days prior to your booking will receive a full refund. Any cancellations made after may not receive any refund.**
- Please cancel bookings NOT required (e.g. school holidays, public holidays, Christmas/New Year) via SpacetoCo as soon as possible. You are in control of your own booking via SpacetoCo.
- Please update **any changes to your contact** details on SpacetoCo or Feel free to phone or email us to discuss your requirements, however, due to privacy reasons we cannot make any changes to your Spacetoco Account.
- When emailing the centre please assist staff by including your **group's name in the subject line**.
- Groups if approved can make extra bookings via their verified account – these booking are tentative until approved by City staff. Please ensure that you enter/vacate the building on the times you have been allocated. You will only be able to gain access to the venue during the times you have booked.

Locking up the Centre

Before leaving the Centre please check that:

- There is no one in the room you have booked (check your room toilets)
- All lights are turned off, as well as air conditioner units for the room you hired (if used)
- All exit doors are fully closed and locked. We do ask that groups do not open exit doors.**
- Furniture has been returned to correct storage area. Please stack furniture safely to prevent injury to others.
- All spaces used are clean, and brooms and mops are returned to correct location.
- All your equipment is put away and participant belongings collected.
- Rubbish removed and put in large bins in outside bin enclosure.
- Check the kitchen (if used - check ovens and stove are turned off, and kitchen is tidy. Turn off kitchen lights. **Please close but do not lock the kitchen door.**



**Blue Gum and Bull Creek Community Centre and
Canning Bridge Community Space
Terms and Conditions of Hire**

Please read carefully and provide all the requested information. The Terms and Conditions may be changed without notice.

Upon acceptance of the booking by the City of Melville (City), this becomes a binding agreement. The agreement is not intended to constitute a Landlord Tenant agreement or become an agreement of hire or leasing.

The City reserves the right to cancel any days and times on reasonable grounds with two (2) weeks' notice, or to request use of the facility for special purposes or events.

The City reserves the right to decline a booking if it does not align with the City's strategic objectives:

- Clean and Green
- Sustainable and connected transport
- Growth and prosperity
- Sense of community
- Healthy Lifestyles
- Safe and Secure

The Centre User (CU) agrees that in the event of any breach by them of any of the Terms and Conditions, the City shall have the right to cancel the booking, terminate the event, or use and/or recover any loss or damages suffered by the City as a result of the CU's actions or omissions.

1. Usage and Fees

The CU shall adhere to and acknowledge the following:

- a) Sessions must be completed within the booked time of use listed in the booking application. Use of the venue beyond the time stated may incur an extra use charge.
- b) Fees for use of the venue shall be as fixed annually in the City's Schedule of Fees & Charges.
- c) CU may be charged a call-out fee as listed in the City's Schedule of Fees & Charges under Security Services if the Community Safety Service (CSS) attends for non-urgent matters or due to failure to arm the venue's security alarm.
- d) From January 2022, casual guests who cancel their booking will be charged a non-refundable Guest Booking Fee of 2.5%.



- e) Users may be charged a call-out fee as listed in the City's Schedule of Fees & Charges under Security Services if the Community Safety Service (CSS) attends for non-urgent matters or due to failure to arm the venue's security alarm.

2. Notification

The CU will notify the Community Centre Management at the earliest opportunity if any incident, injury, or fire alarm activation occurs during their session.

3. Indemnities

The CU agrees to indemnify and hold harmless the City against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities

4. Public Liability Insurance

"The Hirer must ensure that they have their own Public Liability insurance for a limit of no less than \$10,000,000 covering their liability in respect of:

- i. loss of, damage to, or loss of use of, any real personal property; and
- ii. the bodily injury of or illness to, or death of, any person arising out of or in connection with the Hirers activity. The City may request a copy of the Hirers Certificate of Currency as part of the application"

"The hirer agrees to indemnify and hold harmless the City of Melville against any loss, liability, damage, claims or demand arising from or in connection with the booking application or/and use of the facilities."

5. Change of details

The CU undertakes to advise the City immediately of any change of Responsible Representative (RR) or changes to address and other contact details.

6. Supervision of Children

The CU confirms that they enter into this agreement on the following basis:

- a) The City does not represent the premises to be fit for use, this being the sole responsibility of the CU, who have inspected and examined the premises and have made their assessment.
- b) The CU is acquainted with all legal provisions relating to childcare and agrees that no representation, undertaking or direction in this regard has been made by the City.

If your event involves children or young people, you will need to ensure child safe practices are upheld. See Commissioner for Children and Young People. <https://www.ccp.wa.gov.au/our-work/>



7. Responsibilities

The CU shall adhere to and acknowledge the following:

- a) Set the security alarm and lock the venue at the completion of every use of the venue.
- b) Only the nominated RR of the CU is permitted to hold venue keys to access (unlock/lock) the venue. The CU shall return the hire key/s as soon as practicable after the last booked session.
- c) Use the venue only at the booked times and dates, and only for the purpose stated, and has the responsibility of ensuring that the venue is suitable and safe for the purpose for which it is used.
- d) Be responsible for the conduct of all persons during the booking
- e) Ensure the number of persons attending the venue shall not exceed the number listed on the "Public Building Regulation Certificate" in each room in the venue.
- f) Ensure areas used must be left in a clean and tidy condition, with all furniture and equipment returned to the location in which it was found. Remove rubbish on departure. Charges will apply for extra cleaning if required as a result of the group's session.
- g) The CU accepts full responsibility for any damage caused to the venue and/or its contents resulting from the use thereof. The CU undertakes to assist the city in the prosecution of any person/persons found to have wilfully caused any damage to the venue or its contents. If the CU notices any damage on entry to the venue this must be reported to Centre Management as soon as possible to ensure that CU will not be held responsible
- h) The City accepts no responsibility in the event of breakdown of services, utilities, but undertakes to exercise reasonable care and precaution in this regard.
- i) Smoking is not permitted in any part of the venue by any person at any time or within three metres of the building.
- j) Consumption of alcohol on the premises is strictly prohibited without a "Permit to Consume Liquor".

8. Fire Evacuation and Safety

The Centre User shall adhere to and acknowledges the following:

- a) The CU is not permitted to bring or use in the venue any equipment or appliances for cooking or heating, other than those provided in the venue.
- b) The CU is not permitted to bring or use in the venue any items that emit flame or smoke or heat.





- c) Electrical equipment belonging to the CU and used in the facility, must be tested, and tagged (by a licensed electrician or appropriately qualified or trained person who is able to recognise electrical hazards or potentially unsafe conditions) prior to use of the electrical equipment in the venue
- d) The RR is required to undertake a site induction that covers safety, security, and facility procedures.
- e) The CU is responsible for ensuring that all persons attending the booked session are aware of the emergency procedures and evacuation point.
- f) When the evacuation alarm sounds the CU must immediately evacuate their group.
- g) All doors will be always kept clear to allow exit in event of an emergency
- h) The CU must provide a first aid kit for all sessions.

