

# Bayview Heights Community Kindergarten Association Inc



## Information Package for Room Hire

(as at 12 February 2020)



6 – 8 Jasper Street, BAYVIEW HEIGHTS QLD 4868  
Phone: 4054 2480

e: [admin@bayviewheightskindy.com.au](mailto:admin@bayviewheightskindy.com.au)

w: [www.bayviewheightskindy.com.au](http://www.bayviewheightskindy.com.au)

ABN: 61 520 941 102



**Bayview Heights Community Kindergarten Multi-Purpose Building is available for hire to community groups, social clubs, non-government organisations, government agencies, private businesses and members of the public.**

**As of 12 February 2020, the Management Committee have decided that the use of the Kindergarten playground will no longer be included in the room hire due to severe allergies with some of our Kindergarten children this year. The health, safety and wellbeing of our Kindergarten children is our highest priority.**

**Enquiries regarding room availability should be made during Office Hours – Monday, Thursday and Friday between 8.45am-2.45pm:**

- Phone 4054 2480
- In person at Bayview Heights Community Kindergarten, or
- Email: [admin@bayviewheightskindy.com.au](mailto:admin@bayviewheightskindy.com.au)

## **MULTI-PUPROSE BUILDING**

The Kindergarten facilities for hire consists of a newly constructed Multi-Purpose Building with a large room. The building was constructed in 2013 and includes a fully functioning kitchen with sink and fridge. The kitchen area is also gated to prevent small children from entering. Other features include fans, air-conditioning, bathroom facilities, baby change area, two entry doors and an undercover patio area. There is a large area which is suitable for a range of uses, from playgroups, not for profit / community groups to business and corporate meetings. The flooring is vinyl, meaning it is hygienic and easy to clean and suitable for children of all ages. There are chairs, trestle tables and cleaning equipment available within the room.

Hirers will have access to the kitchen and an adult toilet (wheelchair friendly). No kindergarten or playgroup toys will be available, but hirers are welcome to bring their own toys.



## How to Contact Us

**Street Address:** 6-8 Jasper Street  
BAYVIEW HEIGHTS QLD 4868

**Telephone:** (07) 4054 2480

**Email:** [admin@bayviewheightskindy.com.au](mailto:admin@bayviewheightskindy.com.au)

**Office Hours:** 8.45am – 2.45pm  
Monday, Thursday and Friday during School Terms

**Note: The Office is closed on all Public Holidays and during school vacation times.**

**Type of Premises:** Multi-Purpose Community Building built in 2013

**Staff:** Administration Officer  
Management Committee  
Committee

**Hire of Room:** Available via room hire application between the hours of  
8.00am - 11.00pm, 7 days a week  
**Only available for hire during school terms**

**In an Emergency, contact:** 000 (Police, Fire or Ambulance)

# Facilities and Equipment

## Facilities Available:

- Large activities / meeting room, accommodates up to 45 people (depending on set up requirements)
- Kitchen with self-closing door to prevent toddler access
- Covered outdoor patio area
- Air-conditioning and fans
- Bathroom facilities – 1 adult toilet (wheelchair accessible)
- Baby change area
- Accessible to persons with impaired mobility

## Furniture:

- 33 x stackable adult chairs
- 10 x stackable children's chairs
- 3 x children's tables
- 2 x trestle tables

## Kitchen Facilities:

- Microwave Oven
- Dishwasher
- Refrigerator
- Crockery and cutlery and various utensils
- Purified Water Tap
- Urn and Kettle

## Services Available:

**(only available during Office Hours – Monday, Thursday & Friday: 8.45am-2.45pm):**

Photocopying (B&W)	<b>A4 sized copy - 10 cents</b> <b>A3 sized copy - 20 cents</b>
Photocopying (colour)	<b>A4 sized copy - 80 cents</b> <b>A3 sized copy – \$1.60</b>

**There is no telephone located in the Room**

# Booking Procedures

## BOOKING CONDITIONS

Bayview Heights Community Kindergarten Multi-Purpose Room is available for casual or regular hire, with a priority given to regular / ongoing bookings.

To make a booking, contact Bayview Heights Community Kindergarten during Office Hours (Monday, Thursday and Friday between 8.45am and 2.45pm) to confirm availability.

The availability of the facilities for hire is by booking only. Please contact the Kindergarten directly to check whether the day/time you wish to book is available. It is best to plan and book in advance to avoid any disappointment. This will also assist the Kindergarten to ensure that the facilities are available, paperwork / booking procedures are completed.

An application form with your requirements will need to be completed and submitted with the room hire fee. Confirmation advice via email will be provided of your booking.

By signing the venue Application Form (pages 12 and 13), a Hirer accepts responsibility to ensure compliance with the Conditions of Hire listed below.

## BOOKING OPTIONS

The Multi-Purpose Room is available for hire on a casual or regular basis:

**Single (one-off) Bookings**  
**Weekly Bookings**

**Fortnightly Bookings**  
**Monthly Bookings**

No bookings will be confirmed until receipt of signed application form and fees are paid. Room hire fees are payable in advance of the hire occurring.

## BOOKING PROCEDURES

- To make a booking. Please complete the Application Form (pages 12 and 13) and submit via;
  - Email: [admin@bayviewheightskindy.com.au](mailto:admin@bayviewheightskindy.com.au)
  - Deliver to Bayview Heights Community Kindergarten during office hours (Monday, Thursday and Friday between 8.45am-2.45pm)
- Confirmation advice via email will be provided for your booking.
- 2 weeks prior to the booking day: Please contact the Kindergarten to reconfirm your booking. Payment of the room hire fee is required.
- Kindergarten to provide keys / security system PIN and Cleaning Roster one day prior to room hire.
- Cleaning roster to be completed and signed on the day and returned on the next business day to the Kindergarten with the keys during office hours.

## **PUBLIC LIABILITY INSURANCE**

Organisations hiring the room are required to be insured for Public Liability and are required to provide evidence of insurance in the form of a Certificate of Currency.

Please note that the Kindergarten's public liability insurance policy **does not** extend to third parties, and the insurance does not cover non-kindergarten events (other than fundraising events etc. held and run by the Kindergarten itself). Therefore, it is best to arrange and have your own public liability insurance policy (if required).

Please be aware that the Kindergarten cannot be held liable and does not take any responsibility for any incidences which may occur where the hirer does not have public liability insurance.

## **CLEANING PROCEDURES**

It is the responsibility of the room hirer to ensure that the facilities are left in a clean and tidy state at the end of the event. Attached is the Cleaning Schedule (page 11) which is to be completed, signed and returned at the end of the event. Due to limited bin space, garbage bags will need to be supplied and rubbish is to be taken with you.

## **BOOKING CHECKLIST**

- Booking date / time available and booked with the Kindergarten
- Kindergarten provided with a copy of your public liability insurance (if applicable)
- Re-confirm booking details and payment of room hire fee required 2 weeks prior to booking

## **KEY COLLECTION ARRANGEMENTS**

The room key should be collected during office hours (Monday, Thursday and Friday between 8.45am-2.45pm), preferably on the day of the booking (on Fridays for weekend hirers) and returned on the next business day. Unfortunately, we cannot make any exceptions to this rule as we do not provide an out of hour's service for keys not collected by close of business. The Security Deposit is to be paid (cash only) at this time.

**A late fee of \$18 per day is applied until the keys are returned.** If a key is lost and unable to be found within a 48-hour period after the event, the hirer will be charged the cost of rekeying locks for the hire room.

## **Fees Schedule** as at 12 February 2020

### **ROOM HIRE FEES**

The room hire rates\* are as follows:

- **Half Day** (equals up to and including 4 hours) **\$50**;
- **Full Day** (equals above 4 hours up to and including 8 hours) **\$80**;
- **Casual \$15.00 per hour**

**Available between the hours of 8.00am - 11.00pm, 7 days a week during school terms**

\* NB. These rates may be subject to review and change in the future at the discretion of the Kindergarten Management Committee. The rates will be reviewed on an annual basis, and a minimum of 2 weeks' notice will be given to long-term hirers, of any proposed change to booking rates.

### **OTHER FEES**

#### **LATE KEY RETURN FEE**

Keys will need to be returned on the next business day to Bayview Heights Community Kindergarten during office hours (Monday, Thursday and Friday between 8.45am and 2.45pm). Late Key Return of \$18 per day will apply until keys are returned.

#### **CLEANING FEE**

If the premises are not left clean and tidy the hirer/user group will be issued an invoice for cleaning costs.

#### **USE OF STORAGE CUPBOARDS**

Subject to availability, lockable storage cupboards are available to hirers/user groups at no extra cost. Keys for storage cupboards will be signed out to hirers and responsibility for the return of same rests with the hirer. Should the hirer/user group misplace a key, the costs of replacing same will be the responsibility of the hirer.

Storage of goods and equipment in the Multi-Purpose Building room storage cupboards **is undertaken at the hirers/user groups own risk.**

Bayview Heights Community Kindergarten does not accept responsibility or liability for theft or damage to items stored in storage facilities. It is recommended that user groups seek their own insurance cover for any such items.

## **Fees Schedule (continued)**

### **SECURITY BOND**

The Kindergarten requires all hirers who book the facilities to pay a security bond. The bond is fully refundable, however in the event of any damage to the facilities, broken or missing items or the facilities being left in an unclean condition, the Kindergarten may retain all or part of the bond to cover costs incurred.

A security bond of \$50 (**paid in cash only**) can be paid when keys are collected.

### **RETURN OF SECURITY BOND**

The security bond will be fully refunded by the Kindergarten upon inspection of the facilities by a Kindergarten representative to ensure the premises are left in a clean, tidy and undamaged condition. Should any theft / damage of Kindergarten property occur, or should the premises be left in an unclean state, then the Kindergarten reserves the right to retain all or part of the bond, to cover any cleaning expenses / property replacement costs etc.

The bond will be returned in cash.

A Cleaning Schedule is provided below (page 11) which outlines the tasks which will need to be completed to ensure the facilities are cleaned and left in a clean manner. You will be required to check off the tasks and sign the form to confirm the tasks have been completed.

### **PAYMENT OPTIONS**

Payment of Room Hire Fee and Security Bond is required in advance.

1. **Cash** (Monday, Thursday and Friday 8.45am – 2.45pm) at the Kindergarten Office; or
2. **Internet Banking (Only for Room Hire Fee - Security Bond must be paid in Cash)**  
Account Name: Bayview Heights Community Kindergarten  
BSB: 034-193  
Account: 263 418  
Bank: Westpac  
Reference: Please ensure you include hirers name and hire date as the booking reference
3. **Payment at Westpac Bank (Only for Room Hire Fee – Security Bond must be paid in Cash).** Use the above bank details. Please ensure you use hirers name and hire date as the booking reference.

**Bookings must be confirmed and payment receipted PRIOR to keys being handed out**



## Conditions of Hire

- **Adult Supervision**

1. It is a Parents/Carers responsibility to ensure the supervision of their children at all times whilst they are utilizing the facility, including the outdoor areas and bathroom.

- **The Facility is to be left clean and tidy**

1. The room and associated facilities are to be left in a fit state for the next hirer/user group. This includes the function room, kitchen, toilet and the grounds. It is the hirers responsibility to empty bins and sweep and mop prior to departure.
2. Kitchen facilities must be left in a clean condition, with all crockery and utensils to be washed, dried and returned to the relevant cupboards and drawers.
3. Any food stored in the Refrigerator by a hirer/user group must be removed at the end of their hire session.
4. If the premises are not left clean and tidy the hirer/user group will be issued an invoice for cleaning costs.
5. Set up and pack up, is the hirer/user groups responsibility.
6. Furniture needs to be stacked and returned to the cupboard.

- **Building Security**

1. The key holder is responsible for the security of the building.
2. All doors to be checked when leaving the building.
3. Air conditioners, lights and fans to be turned off at the end of the hire session.
4. If burglary or vandalism occurs due to failure to secure the building, the hirer will be liable.
5. Please do not leave money in the mailbox or room.

- **Faults, Damages and Breakages**

1. All incidents must be reported to staff.
2. If any equipment is found to be faulty, please report this to staff.
3. If damage or breakage has occurred during your session you will be required to fill out an incident report form. Willful damage will be subject to police investigation.

- **Kindergarten Regulations**

1. Smoking is not allowed in any part of the building or inside Kindy grounds. Therefore, there are NO designated smoking areas within the Kindergarten or on the grounds.
2. The consumption or sale of alcohol is not permitted at this facility.
3. Hirers are to respect noise levels that affect our neighbours.
4. All publicity that includes "Bayview Heights Community Kindergarten" must be authorized by Bayview Heights Community Kindergarten Management Committee (or delegated representative) prior to public circulation.

## **Conditions of Hire (continued)**

- **Liquor Licensing**

The sale / provision or consumption of liquor on the Kindergarten premises is prohibited.

- **Cancellation of Booking**

Room Hire fees will be returned on cancellation with the following deduction:

- Less than 1 week prior to booking date: 20% of the room hire fees are to be paid as a cancellation fee
- Less than 48 hours prior to booking date: 50% of the venue hire fees are to be paid as a cancellation fee

- **Change of Hire Hours / Day**

A minimum of 48 hours' notice is required for a change to your booking subject to availability. Less than 48 hours' notice will incur an administration fee.

- **Emergencies**

If any emergency occurs within this building, an alarm or whistle will be sounded, at which time hirer/user must follow the directions on the evacuation diagram located near the emergency exits.

- **Occupational Health and Safety Standards**

Users are responsible to ensure that their activities do not breach any Occupational Health & Safety Standards. As a user of these facilities you automatically accept a moral and financial obligation to your fellow users and Kindergarten staff to see that operation under your care, custody or control are carried out in an efficient and safe manner.

**Thank you for your cooperation in abiding by these Conditions of Hire which allow us to provide a safe and clean facility for all the community to enjoy.**

# CLEANING SCHEDULE

**Set up and pack up is the hirers' responsibility**

**Guidelines for Room Use**

- : NO alcohol on the premises
- : Strictly NO Smoking
- : Room and associated facilities are to be left in a clean and tidy state for the next hirer.

**If any of the Guidelines are not adhered to your \$50 security bond will be forfeited.**

All cleaning products listed below are in the Kitchen cupboard above the sink - key to unlock this cupboard is located on the wall next to the cupboard. Please ensure that cupboard is always locked.

<b>Kitchen &amp; Fridge</b>	Kitchen and sink cleaned, benches wiped with crockery and utensils to be washed, dried and returned to the relevant cupboards and drawers. Food removed from fridge and if needed, wipe down fridge	Use <b>Orange Squirt</b> – Ready to use spray bottle. Use paper towels.
<b>Rubbish</b>	<b><i>Due to limited bin space, own garbage bags need to be supplied and all rubbish taken with you</i></b> Wipe down bin in kitchen, if used	Use <b>Orange Squirt</b> – Ready to use spray bottle. Use paper towels.
<b>Bathroom &amp; Toilet</b>	Toilet (bowl, seat and cistern); and Basin and tap handle	Use <b>Zest Cleaner</b> - Ready to Use spray bottle. Use paper towels.
<b>Nappy Change</b>	Bench and Change Mat wiped	Use <b>Orange Squirt</b> – Ready to use spray bottle. Use paper towels.
<b>Sweep</b>	Main area, kitchen, bathroom and outside decking	Broom located in the Chair cupboard.
<b>Mop</b>	Main area, kitchen and bathroom	Use <b>Zest Cleaner</b> (Dilute - 1:150 – 75mls to 10lts of water).

**Before leaving please check:**

- Tables and chairs stacked and returned to cupboard for storage
- Remove all rubbish from bins (kitchen and bathroom) - including soiled nappies
- Windows shut
- Fan / Air conditioner off
- Lights off
- Doors locked / alarm set / front gate locked

**I have completed the above Cleaning Schedule. (Return signed form with keys).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If the premises are not left clean and tidy the hirer will be issued an invoice for cleaning costs.**

# ROOM HIRE APPLICATION FORM – BAYVIEW HEIGHTS COMMUNITY KINDERGARTEN MULTI-PURPOSE BUILDING

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



**Please consider your booking as tentative until receipt of confirmation and room hire fee has been paid.**

**As of 12 February 2020, the Management Committee have decided that the use of the Kindergarten playground will no longer be included in the room hire due to severe allergies with some of our Kindergarten children this year. The health, safety and wellbeing of our Kindergarten children is our highest priority.**

### **Contact Details**

Name of Organisation (if applicable): \_\_\_\_\_

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

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

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

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

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

### **Booking Details**

Single Use

Weekly Use

Fortnightly Use

Monthly Use

Commencing Date:

Starting Time:

Finishing Date:

Finishing Time:

Event description: \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

**A copy of public liability insurance must be provided with signed hire application for all organisations**

**Payment Details: Please refer to Fees Schedule**

Hire Fee: \_\_\_\_\_

Payment type:  Cash                       Internet Banking                       Westpac Bank

Security Bond: \_\_\_\_\_

Payment type: **Cash only**

All Charges are GST Exclusive

Is an invoice required?  Yes                       No

Name and Address for Invoice: \_\_\_\_\_  
\_\_\_\_\_

**I have read the Hire Information and Conditions of Use and agree to the Conditions of Use:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please submit this Application Form via any of the methods listed on pg. 2 of this Information Package.

Once your application has been processed, you will receive advice of the fees required.  
Payment is required before keys can be distributed.

If you have any enquiries about the booking application process, please phone: 4054 2480 or email: [admin@bayviewheightskindy.com.au](mailto:admin@bayviewheightskindy.com.au)

**OFFICE USE ONLY**

Booking approved Date \_\_\_\_\_ Invoice No \_\_\_\_\_

Hire Fee amount \_\_\_\_\_ Receipt No \_\_\_\_\_

Security Bond amount: \_\_\_\_\_ Receipt No \_\_\_\_\_

Emergency & Safety Orientation provided     Keys returned     Inspection completed

Security Bond Refunded:  Cash                      Date Refunded: \_\_\_\_\_