**Venue Hire Policy**

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| **Document Number** | ACC14 |
| **Version** | 0.2 Draft |
| **Scope/applies to:** | Venue Hirers |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

This policy defines the conditions of hire and usage of Alphington Community Centre, based on the Venue Hire Agreement mandated by the Lease from Darebin Council.

**Policy**

Alphington Community Centre is available for hire when not in use for programs and at times and for activities that will not disturb our residential neighbours.

It is available for long term hire for individuals or organisations delivering community services and programs that align with our philosophy. It is available for one off hire for community and private meetings, children’s birthday parties (and other low key family events), art exhibitions and other similar activities as agreed with the Executive Officer.

* Priority will be given to people and groups who reside in Darebin and Yarra.
* All hirers must hold their own public liability insurance.
* All hirers must agree to the conditions outlined in the Hire Agreement, and sign the Agreement before hire commences.
* Our venue is not suitable for events that may cause an issue with alcohol. Liquor licensing laws must be adhered to. Permission to serve alcohol must be sought and documented in the Hire Agreement
* All long-term hirers must ensure that Working With Children Checks are linked to our organisation.

**Related documents**

* Venue Hire Agreement
* Venue Hire Guidelines
* Birthday Party Guidelines
* Art Exhibition Guidelines