



Theo Notaras Multicultural Centre
Level 2, North Building,
180 London Circuit, Canberra City



Theo Notaras Multicultural Centre Hiring Agreement

effective from 01 July 2023





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About the Theo Notaras Multicultural Centre

The Theo Notaras Multicultural Centre (the Centre) provides a range of affordable spaces that can be hired to hold functions or meetings. These spaces are available for hire by members of the community, Centre tenants, not-for-profit community organisations and government agencies.

Hirers are required to sign this document prior to the date of the proposed booking and, in doing so, agree to comply with the conditions in this Agreement. The signed agreement needs to be sent to the Office for Multicultural Affairs via email at multiculturalcentre@act.gov.au or through post to:

Theo Notaras Multicultural Centre
Level 2, North Building
180 London Circuit
Canberra ACT 2600

The signed agreement must be provided no later than 14 working days prior to the booking.

Opening and Closing Hours

The Centre is open to the public:

- 8:00 am to 7:30 pm Monday to Saturday
- 8:30 am to 4:30 pm Sunday.

Please note,

- the Centre is closed during public holidays and ACT Government shutdown periods.
- We will not be accepting external bookings on Sunday evenings.
- for bookings outside opening hours, users will need to arrange a time to collect the key and swipe card to access the Centre's front doors and locked rooms. Users must arrange a time to return the key and swipe card after the booking.

Sessions

Functions must not exceed the stated capacity of the room you are hiring.

There are 3 sessions available for bookings:

- Morning session 8:30 am – 12:30 pm
- Afternoon session 1:00 pm – 5:30 pm
- Evening session 6:00 pm – 10:00 pm

Facilities and Charges

Space	Capacity	Available resources	Hire fees per session	
			Community Organisation	Business Government
Function room	120 people	<ul style="list-style-type: none"> • 15 round tables • 8 rectangle tables • 100 chairs. • Lectern including a microphone • 2 roaming microphones • 2 screens 	\$270	\$360
West wing	15 People	<ul style="list-style-type: none"> • one boardroom table • 15 chairs and a fixed white board • Screen with HDMI input 	\$60	\$75
Harmony room	20 People	<ul style="list-style-type: none"> • 6 rectangle tables; • 20 orange chairs; • a fixed and a mobile whiteboard 	\$60	\$75
Diversity room	10 people	<ul style="list-style-type: none"> • 2 rectangle tables • 10 green chairs • a fixed and a mobile white board 	\$40	\$50
Commercial kitchen		Standard commercial kitchen fit out	\$150 Please note that a cleaning charge applies if the kitchen is not cleaned to the required standard.	

Notes:

- There is no discount for bookings.
- Part-sessions will be charged at the hire fee for a full session.
- For bookings exceeding four (4) hours, hirers will incur an extra session charge, as the fees for bookings are calculated based on a 4-hour time frame. This rule apply for all centre's tenant as well.
- Payment for the total cost of hire is required 14 days after the booking has been confirmed by the Centre Management Team
- The hire period commences and concludes at the agreed times nominated on your booking form. Extension of a booking is at the discretion of the Centre Management Team. Additional hire fees may be charged.

Making a Booking

The Theo Notaras Multicultural Centre is a facility supported by the ACT Government, exclusively available to registered non-profit organisations operating in the ACT region.

The facilities cannot be booked for personal celebrations e.g., birthdays, graduations, and weddings.

To request a booking:

- Send through your event date and time including the room you prefer to book to multiculturalcentre@act.gov.au;
- Once the venue's availability is confirmed, the management team of the centre will extend a tentative booking invitation to you. In this invitation, you will be requested to provide the completed and signed hiring agreement, along with a copy of your public liability insurance and evidence of your non-profit organisation's registration.
- Following this our team will issue you an invoice.
- All invoices must be paid in full 14 working days before your event.
- Upon successful payment confirmation, you will receive a confirmation email that includes the emergency plans, emergency evacuation diagram of the building and after-hours emergency contact list.
- The hirers are responsible for the post-event cleaning of the venues they have utilised, which encompasses the kitchens, meeting rooms, function rooms, and the disposal of garbage bins.

Cancellation

User must inform the Centre Management Team of cancelled bookings or alterations no later than seven (7) working days prior to your booking.

If the Centre Management Team incurs a loss or additional expenses due to a user cancelling or changing a booking, the user may be required to pay the expenses incurred.

The Centre Management Team reserves the right to cancel or refuse bookings at any time. Fees will be refunded to the organisation. Please note, the refund process takes approximately thirty working days. Cash refunds are not available.

User Responsibilities

General information

Users must ensure that the *Hire Conditions & Agreement* and any specific arrangements or instructions are complied with.

The hire of the facilities must not be assigned or transferred to any other person, persons, business, or organisation/agency without prior written permission being received from the Centre Management Team.

All users must participate in an induction prior to the commencement of a booking and a post-use inspection at the conclusion of the event or meeting.

Alcohol is not permitted in the Centre. Any event where alcohol is consumed may result in a period of hiring suspension.

Responsibilities

Users must:

- ensure all rubbish is removed and the room is returned to their previous clean state
- obey and follow all audible emergency alarms and written instructions provided in emergency response diagrams located in the room
- be over 18 years of age
- accept responsibility for the behaviour of all persons during the user's booking
- not put anything on the walls, floors or other surfaces which may mark or damage these surfaces
- supply their own non-alcoholic beverages, food, pots, pans, crockery, cutlery, and other utensils required
- not use cooking appliances or candles in the function room and meeting rooms, and
- vacate the area promptly at the end of the booking.

Users who fail to meet these responsibilities may incur additional costs or a temporary hiring suspension. The length of potential suspensions will be determined by the Executive Group Manager, Inclusion and Participation Division.

Work Health and Safety and Security:

- It is the responsibility of the hirers to ensure that all their guests are properly informed about the emergency procedures, including the designated evacuation points and assembly areas.
- Evening bookings may incur an additional cost to engage a security guard to be onsite before, during and after the period of use. This is to ensure the safety of users of the Centre outside of normal business hours.
- Any large function room bookings outside normal business hours may incur a \$120 fee for the security guard to be on site.
- The hirers are accountable for any expenses incurred due to damages caused to the equipment or furniture during their event.
- Providing emergency procedures in languages other than English is the responsibility of the hirers.
- In the case of fire and evacuation situation, person who is nominated and responsible for the booking will be responsible to communicate and pass on the emergency messaging to all the participants.

Items left by the user

Users have 24 hours to collect any items (including personal items) left in Centre at the end of booking.

Damages

The user needs to participate in an induction prior to using the facilities at the Centre. Users must also inspect the facility on arrival and report any damage to the Centre Management Team immediately.

If this occurs after hours or the damage is the result of a break-in, a message can be left on 02 6207 2588.

By agreeing to hire the function room, meeting rooms and or commercial kitchen the user has agreed that any damaged incurred or loss of property will be their responsibility.

Rooms will be inspected after use and additional charges may be imposed if the user has not adhered to the hire agreement.

Public Liability

It is the responsibility of the user to obtain public liability insurance.

If the user is holding a public event, the user will be required to provide evidence of public liability insurance to a value of \$20 million.

Users will indemnify the Centre Management Team of personal property damage or for any injury caused by the user's negligence. The Centre Management Team will not be held responsible for any personal property placed in or left in the function room, meeting rooms or commercial kitchen.

Noise

Please be aware that the function room, meeting rooms and commercial kitchen are close to government and community offices and due consideration must be given to nearby tenants.

Signages and posters

Without written consent from the centre management, hirers and tenants are prohibited from displaying any signs and posters in the common areas to promote their events.

Additional equipment

Any costs associated with repairing or replacing equipment provided with the hired facility will be the sole responsibility of the user.

Using equipment and instruction manuals

The centre management can provide you, upon request, a soft copy of the instruction manual on how to use and operate the audio and video system.

Emergency Telephone Numbers

EMERGENCY CONTACTS 24/7

FIRE	DIAL 000 and give the location as
POLICE	CANBERRA CITY, LEVEL 2, 180 LONDON CIRCUIT, NORTH BUILDING
AMBULANCE	

BUSINESS HOURS CONTACTS

(Monday to Friday 8:30 am to 5 pm)

Issue – Building Repairs/Maintenance	Contact
For all requests for repair or maintenance of the Theo Notaras Multicultural Centre, including the common areas, bathrooms, kitchen areas etc.	Community Services Directorate Facilities team Phone: 6207 5500 Email CSDFacilities@act.gov.au
Booking function or meeting rooms	Contact
Note: Bookings will be cancelled if a booking form is not completed and given to Centre Management.	Centre Management Phone: 6205 3142 Email multiculturalCentre@act.gov.au

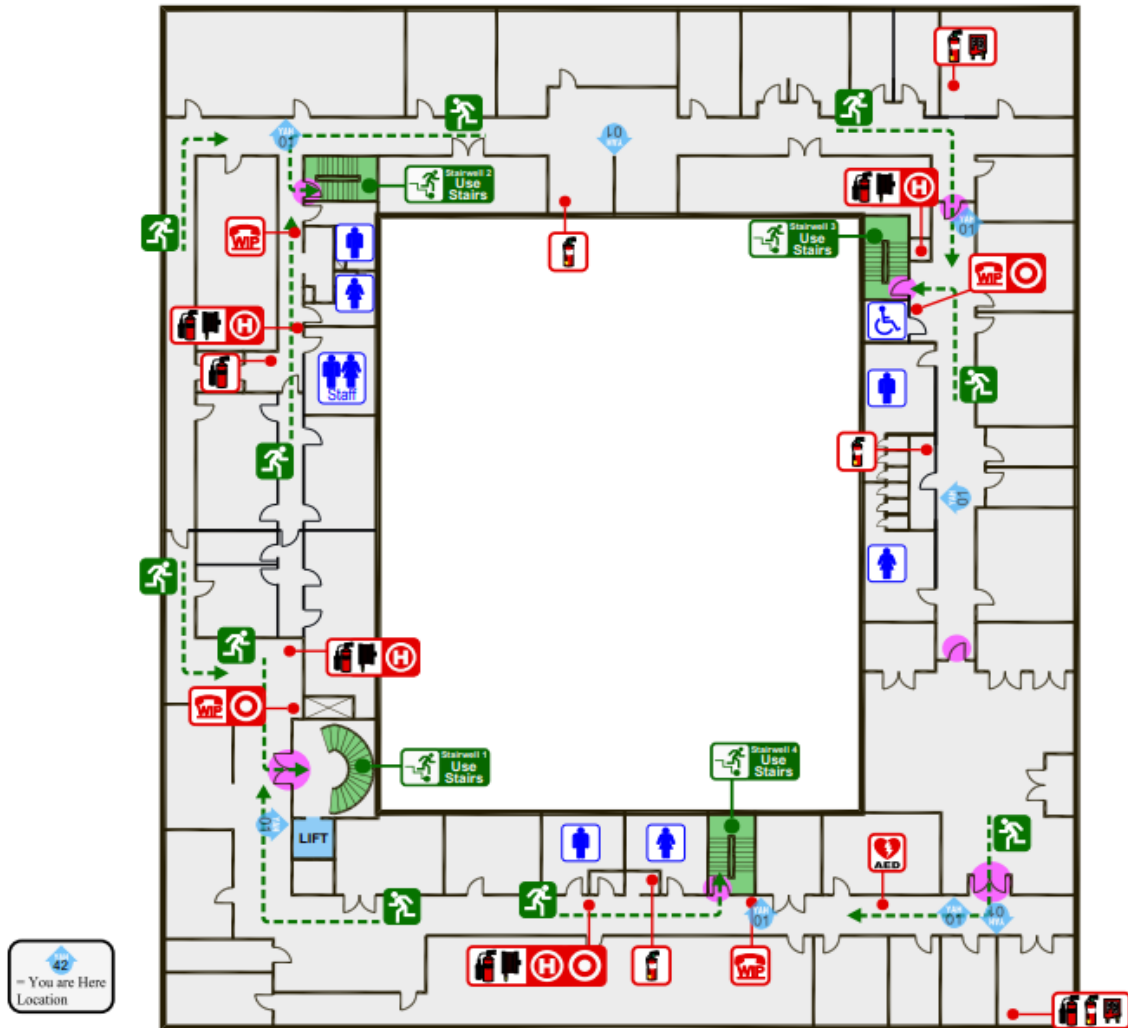
AFTER HOURS EMERGENCY CONTACT FOR URGENT BUILDING REPAIRS AND ACCESS (Weekends and after 5:00 pm)

For all AFTER HOURS urgent repairs or issues	ACT Property Group call centre 24/7 Phone: 6213 0700
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EVACUATION DIAGRAM

North Building - Level 2 / 176-180 London Circuit, Canberra City, ACT 2601



Legend

- | | | | |
|--|-----------------------------------|--|-----------------------|
| | Fire Extinguisher DCP | | Fire Extinguisher CO2 |
| | Defibrillator | | Fire Hose Reel |
| | Warden Intercom Phone | | Fire Blanket |
| | Manual Call Point Red Break Glass | | Fire Hydrant |
| | Main Electrical Switchboard | | Assembly Area |
| | Gas Shut-Off | | Egress Route |
| | Fire Door | | |



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DIAL 000 FOR ALL EMERGENCY SERVICES

EMERGENCY PROCEDURES

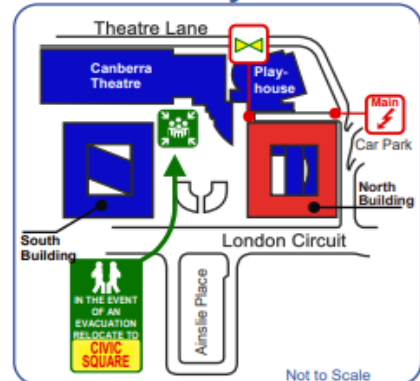
R REMOVE people from the immediate danger.

A ALERT all people nearby. RAISE AN ALARM - DIAL 000

C CONFINE the Smoke and Fire, attempt to extinguish the fire if safe and trained to do so.

E EVACUATE the building and proceed to the Assembly Area

Assembly Area



Not to Scale

Commercial Kitchen

The commercial kitchen is located opposite the function room and is available for hire.

Users are responsible for cleaning the commercial kitchen. The Centre Management Team will ensure that the commercial kitchen is adequately stocked with a range of cleaning products and supplies for this purpose. If the kitchen is not cleaned to an appropriate standard, then the user may be required to pay additional costs for a cleaner to be engaged by the Centre Management Team to clean the kitchen.

Hirers can only use the kitchen for the stated purpose, which must be lawful and conducted in a manner that does not disrupt or inconvenience other users of the Centre.

All persons using the kitchen must be aware of their food safety and hygiene responsibilities. For hirers utilising the commercial kitchen, they are required to designate a staff member who is knowledgeable and trained in operating commercial appliance.

Organisations exempt from the *Food Act 2001* still have a responsibility to ensure the food they sell is safe. Organisations that sell unsafe food may be responsible for serious illness. ACT Health has a range of resources available online via the [ACT Health website](#) to assist organisations in providing safe food to the community.

Children under the age of 18 years and pets (including companion animals and guide dogs) are not permitted in the commercial kitchen.

Cleaning the Commercial Kitchen

Users are responsible for cleaning the kitchen before they leave. Where the kitchen is not appropriately cleaned a fee for cleaning will be applied by the Centre Management Team. The user may also be subject to a period of hiring suspension.

Clean premises and clean equipment reduce the likelihood that food may become contaminated. Clean premises also discourage pests such as cockroaches, rats, and mice. The below information, while not comprehensive, will assist you in meeting the required standard. For information of food premises cleaning requirements, contact the ACT Health Protection Service on 6205 1700 or via email at hps@act.gov.au.

The user must:

- remove all rubbish;
- wash all washable equipment;
- clean all interior and exterior surfaces such as, fryer, pizza oven and ovens;
- clean all benches;
- remove all cooking oil and dispose of oil appropriately;
- remove all food, drinks, and beverages;
- check that cooking appliances, exhaust fans and all lights are off;
- clean the hand washing and dish washing sinks;
- mop the floor;
- check all fixed equipment is turned off such as the gas cook top, and
- lock the kitchen door after your event has finished.

CONTACT AND EVENT INFORMATION

Organisation					
Type of organisation	Community Organisation <input type="checkbox"/>		Government <input type="checkbox"/>		
ABN/ACN					
Are you a current tenant of the Centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
	If yes, please provide your tenancy room number:				
Contact Name	Mobile				
	Email				
Postal Address					
	Suburb		State		Postcode
Event Date					
Number of attendees					
Session Time	Morning session	8:30 am – 12:30 pm	<input type="checkbox"/>		
	Afternoon session	1:00 pm – 5:30m pm	<input type="checkbox"/>		
	Evening session	6:00 pm – 10:00 pm	<input type="checkbox"/>		
	NOTE: Harmony and Diversity Rooms are not available in the evening.				
Start Time		Finish Time			
Event Type e.g., community function, meeting, youth event, language classes					
Room (Please select)					
Function Room <input type="checkbox"/>	West Wing <input type="checkbox"/>	Harmony Room <input type="checkbox"/>	Diversity Room <input type="checkbox"/>	Commercial Kitchen <input type="checkbox"/>	

Notes:

- For events taking place on Public Holidays and Sundays, it is the hirer's responsibility to collect an after-hour access pass from the Centre security desk between **1:00 pm and 8:00 pm weekdays**. (Centre tenants will not require to collect the pass as they have already been issued access cards)



Declaration

I have thoroughly read and comprehended the Hire Conditions & Agreement document, and I am fully committed to adhering to all the terms and conditions specified within it.

Name: _____

Signature: _____

Organisation: _____

Date: _____