

## **BALLAARAT MECHANICS' INSTITUTE (BMI)**

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### **Terms and conditions for use of the Humffray Room and the Theatre Foyer at the BMI by Royal South Street Competitions groups 2009**

The Humffray Room and, depending on renovation works schedule, the Theatre Foyer are available for hire by groups competing in the Royal South Street Society (RSSS) Competitions in 2009.

#### **Hire rates for 2009 RSSS Groups only**

Humffray Room: For groups up to 75 persons. \$27.50 per hour incl. GST. A discount of 10% will apply to all bookings of 4 or more continuous hours on the one day. Minimum booking time is 3 hours (\$82.50 incl. GST)

Theatre Foyer: For groups up to 30 persons. \$22.00 per hour incl. GST. A discount of 10% will apply to all bookings of 4 or more continuous hours on the one day. Minimum booking time is 3 hours (\$66.00 incl. \$6.00 GST).

The Theatre Foyer is on the mezzanine level immediately below the Humffray Room. Toilets are accessed from the Foyer. These toilets are available to users of both the Humffray Room and Foyer.

Bookings outside normal BMI business hours: When booking times requested are outside BMI business hours (9.30 a.m. – 4.30 p.m. Monday to Friday; 9.30 a.m. – 12.00 p.m. Saturday) a **\$22.00 opening and/or closing fee will apply** to cover additional staffing costs incurred by the BMI.

#### **Booking Procedures**

The BMI invites application on the form below (P. 4) to hire the Humffray Room and/or the Theatre Foyer. **Please note that booking requests will not be received or considered by the BMI until the RSSS publishes dates and times for its 2009 competitions program. This schedule is expected to be available by mid June.**

Where more than one group applies for the same times, preference will be given for those times to the hirer with the longest record of previous hire. The BMI will endeavour to allocate spaces equitably and reserves the right to allocate bookings so as to optimise availability of spaces to as many groups as possible.

The BMI will endeavour to confirm bookings by 31 July 2009.

## **Conditions of hire: Hirers are required to agree to the following conditions of hire:**

### **Security and protection of BMI building**

The BMI is a valuable heritage building maintained by volunteer members of the community. The building has many tenants and hirers of spaces and numerous visitors each day. Hirers are expected to treat the building with respect and to respect the rights of other users of this large building.

The following requirements and expectations apply to all hirers of spaces in the building.

(1) The hirer will ensure adult supervision at all times of groups including children aged 16 years or younger. Stairways and lift are to be used only for necessary access to Humffray Room and/or Theatre Foyer areas with no running or games in stairways.

(2) **The lift should be used only when equipment is to be moved or by disabled persons.** In 2008, a group of young South Street competitors was stranded in the lift for more than 30 minutes. The lift service contractor advised that the malfunction was caused by actions of the group jumping in the lift.

(3) **Nothing is to be stuck on walls within the building.** Paintwork in the Humffray Room was damaged by this action of a RSSS competitions group in 2008.

(4) If music is played, volume must not be so loud as to disturb other users of the building, especially during business hours 9.00 a.m. -5 p.m.

(5) No alcohol will be served or permitted for consumption on BMI premises during the period of the hire. For the preparation and serving of food and/or drinks, the hirer will use only areas and appliances agreed in advance with the BMI.

(6) Before leaving the building after the function, the hirer will ensure that all spaces used are cleared of rubbish and that all food/drink areas used are clean.

(7) At the end of the hire period, the hirer will be responsible for ensuring that all people have left the building, that all lights other than security lights and all heating appliances are turned off and that all lockable internal and external doors are locked.

### **Public and Property Liability**

(8) The hirer acknowledges that he/she deems the space hired to be safe and suitable for the purposes of the hire. The hirer accepts responsibility for any claim for damages arising out of the activities organised by the hirer.

(9) The hirer undertakes to pay the costs of repair of any damage to any property of the BMI arising from actions of anyone associated with the hire.

(10) The hirer has read and will take all reasonable steps to observe requirements of the following statement of fire evacuation procedures, operation of the automatic fire sensor system in the BMI building and responsibilities of hirers and contractors.

### **Fire Services and Emergency Evacuation Procedures**

1. **NO SMOKING:** All interiors of the BMI are strictly **NO SMOKING** areas.
  2. **No candles, naked flames or smoke machines are to be used in any part of the BMI buildings.**
  3. **Smoke /fume sensors:** All interior spaces are fitted with smoke and fume detecting sensors. When activated, these sensors automatically trigger a call to the Fire Brigade which despatches fire vehicles(s) to the BMI buildings to identify and deal with the problem triggering the call-out. Costs of the call-out are charged to the building owner.
3. **Responsibilities of space hirers and contractors:** The presence of these sensors and consequence of triggering them are drawn to the attention of all tenants, hirers of space in the BMI and contractors engaged for work at the BMI. Tenants, hirers of space and contractors are expected to take reasonable care to ensure that:
- the **no-smoking rule** and prohibitions listed in Item 2 above are strictly observed
  - that BMI management is consulted beforehand about the use of equipment which may generate **heat and/or sparks and/or fumes.**
  - that heating appliances including urns, coffee-machines, electric heaters, grinding and welding equipment introduced by hirers or contractors and the proposed locations of use of such appliances are approved in advance by BMI management.

**Where fire services costs are incurred by the BMI because of what it reasonably believes to have been caused by the negligence of a tenant, hirer or contractor or failure to observe the restrictions itemised above, the BMI will seek reimbursement of these costs.**

### **BUILDING EVACUATION PROCEDURES**

1. All interiors of the BMI are signed with permanently lit **EXIT** markers.
2. The fire sensor system is linked to a whole of building public address system which is programmed in case of emergency to direct everyone immediately to evacuate the building. Persons in Humffray Room, Sutton Room and Theatre Foyer should follow the **exit sign to the nearest stairway** to ground level and proceed out the **front (Sturt Street) door** of the building.
3. The **LIFT must NOT be used** in emergency evacuations of the building.

# **Ballaarat Mechanics' Institute**

## **Royal South Street Competitions 2009: Request to Hire Humffray Room and/or Theatre Foyer**

Name of club/organisation: \_\_\_\_\_

Name and mobile no. of responsible person contact on day(s) of hire:

\_\_\_\_\_

### **Days/dates/times requested for booking and responsible person on day(s) of hire:**

<b>Day(s) and date(s)</b>	<b>Times</b>	<b>No. in Group (approx.)</b>	<b>Name &amp; mob. no. of person in charge of group</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **Acceptance of terms and conditions:**

I (print name) \_\_\_\_\_ have read the above terms and conditions of hire and information re fire sensors and evacuation procedures. I accept these conditions of hire.

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

Position in club/organisation: \_\_\_\_\_

My address for invoice and my contact details are:

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

Tel: \_\_\_\_\_ Mob. \_\_\_\_\_

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

**Post completed booking request to:**

**President  
Ballaarat Mechanics' Institute  
117 – 119 Sturt Street  
Ballarat, Vic. 3350**