

Welcome and thank you for choosing the Hastings Community Hub as your venue of choice. We will endeavour to ensure that your event/program runs smoothly and professionally. Our friendly staff are always available to assist.

Hastings Community Hub includes various meeting places; community kitchen and dining area, multi-purpose/function areas of varied sizes, an IT Hub and a space for art related activities. All of which make it perfect for learning, sharing community ideas and activities.

Hastings Community Hub recognises its moral and legal responsibilities to provide a safe and healthy work environment for those using the facility. We ask that you take full responsibility for yourself, fellow employees, volunteers, participants or members of the public to any risk of injury or illness. Any hazard identified during your time visiting the facility should be identified to our reception staff.

Hastings Community Hub is managed by Advance Community College, a not-for-profit organisation and Registered Training Organisation (RTO). Advance Community College provide nationally accredited training in a variety of areas including; Individual Support, Community Services, Hospitality, Horticulture and a variety of short pre accredited courses.

Advance Community College has extensive experience providing training and support services. Our goal is to provide quality training and learning experiences that assist all learners to achieve their full potential. Our team is highly skilled, experienced and qualified. All of our trainers have current and relevant industry experience in the particular courses or units of competency they deliver. Advance is contracted by the Higher Education Skills Group (HESG) to provide Government Funded Training under the Skills First Program.

Booking Procedure

Please complete the booking application and return with a copy of your insurance documents to:

Email: hastingshub@advance.vic.edu.au

Please note bookings are not confirmed until notification is received.

Once the application has been checked and entered into the system, you will be sent a confirmation of your booking.

If you have any questions or require any further information, please do not hesitate to contact:

**Event Coordinator: Marika Miles
Hastings Community Hub Tel: 5979 1398**

Hire Conditions

Hastings Community Hub and Advance Community College are happy to provide a space for commercial and community groups to use at minimal costs and ask that you follow some simple guidelines in return;

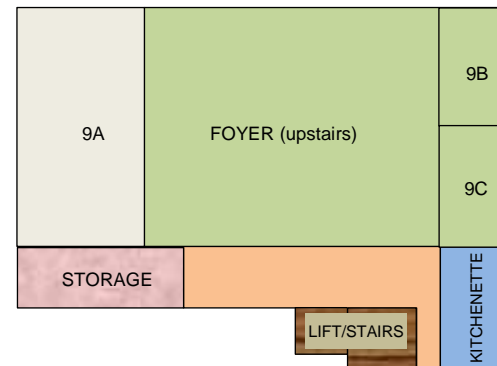
- 48 hours' notice in writing/email is required for any cancellations or variations to the original booking, or full fees will apply.
- Annual, regular groups and term bookings must give 4 weeks' notice in writing to terminate the booking or full fees will apply.
- Any persons or organisations hiring or using Hastings Community Hub must be covered by adequate (minimum \$10,000,000) public liability and property insurance. A copy of this insurance agreement must be submitted with this booking form.
- It is the hirers' responsibility to liaise with the presenter/facilitator of your event to ensure that all requirements of the event are met.
- Should you require tea/coffee/water/catering facilities please notify us at time of booking.
- The hirer is responsible for all catering and clean up not provided by the Hastings Community Hub. All catering must comply with current food safety and hygiene regulations.
- Consumption of illegal substances on the premises is prohibited. Smoking is to be outside in designated areas only.
- The hirer is responsible for leaving the premises in a clean and tidy state and shall remove all rubbish and other waste matter. Any cost incurred by Hastings Community Hub in cleaning the premises shall be recoverable from the hirer.
- In the event that facilities or equipment are damaged, the hirer is responsible for reimbursement for restoration costs incurred.
- Hirers that are granted permission to use the facility shall not assign the right of use to any other person, organisation or body.
- All programs and advertising of events at Hastings Community Hub must be approved by Hastings Community Hub Management prior to printing, publication or circulation.
- Advertising of the venue may refer to Hastings Community Hub but the Hub telephone number is not to be listed as a contact regarding your hire. The hirer's telephone number for any queries about the event must be clearly communicated.
- The hirer must ensure they are in attendance before the event commences to ensure everything is ready for their event and must remain after the event finishes to ensure the facility is left in a clean and tidy state.
- Please be courteous and respectful of other facility users.
- Please leave the rooms as you found them, there are maps located in all rooms to help reset if you have moved furniture.
- Heating/cooling is provided in all rooms for your comfort, you are able to operate these manually from each room, foyer and kitchen area. Please ensure they are turned off when leaving (additional charges may be incurred).

Room Hire Rates	
Multi-Function Room 1	Cost
Commercial – per hour day rate	\$40.00
Commercial – per hour evening/weekend rate	\$47.00
Community – per hour day rate	\$30.00
Community – per hour evening/weekend rate	\$35.00
Foyer	
Downstairs (Only available in conjunction with Multi – functions space #1)	\$20.00
Upstairs (available weekends and evenings)	\$20.00
Meeting Room 7	
Commercial – per hour day rate	\$30.00
Commercial – per hour evening/weekend rate	\$37.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$30.00
IT HUB	
Commercial – per hour day rate	\$35.00
Commercial – per hour evening/weekend rate	\$42.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$35.00
Meeting Room 1 (Room 12) with kitchenette	
Commercial – per hour day rate	\$35.00
Commercial – per hour evening/weekend rate	\$42.00
Community – per hour day rate	\$30.00
Community – per hour evening/weekend rate	\$35.00
Art Space	
Commercial – per hour day rate	\$35.00
Commercial – per hour evening/weekend rate	\$42.00
Community – per hour day rate	\$25.00
Community – per hour evening/weekend rate	\$30.00
Kitchen/Dining Area	
Commercial – per hour day rate	\$30.00
Commercial – per hour evening/weekend rate	\$37.00
Community – per hour day rate	\$20.00
Community – per hour evening/weekend rate	\$25.00
Office 9A, 9B and 9C	
Commercial – per hour day rate	\$25.00
Commercial – per hour evening/weekend rate	\$27.00
Community – per hour day rate	\$15.00
Community – per hour evening/weekend rate	\$17.00
Office 11	
Commercial – per hour day rate	\$30.00
Weekend rate for Community Events	
All downstairs rooms (that are not permanently hired out) for 10 hour block rate	\$400.00
**Please note: all fees incur 10% GST.	

Facility Floor Plan



LEVEL 2



Application Form for Facility Hire			
Applicant Details			
Name of Organisation/Group:			
Contact Person:			
Address:			
Email:			
Mobile:		Telephone (AH):	
Invoice Details			
Registered Business Name:			
ABN:		Purchase Order No:	
Postal Address:			
Email:			
Event Details			
Proposed Day(s):		Proposed Date(s):	
Proposed Start Time:		Proposed Finish Time:	
Estimated number of people attending event/service/activity:			
Please provide a brief description of the event/service/activity you wish to conduct at the facility:			
Room(s) Required			
<input type="checkbox"/> Multi-Function Room 1	<input type="checkbox"/> Foyer (upstairs)	<input type="checkbox"/> Art Space	<input type="checkbox"/> IT Hub
<input type="checkbox"/> Meeting Room 1	<input type="checkbox"/> Room 7	<input type="checkbox"/> Kitchen/Dining area	<input type="checkbox"/> Office 9A
<input type="checkbox"/> Office 9B	<input type="checkbox"/> Office 9C	<input type="checkbox"/> Office 11	

Catering Requirements

Would you like us to provide catering for your event?

Yes No

Tea and coffee facilities

Morning Tea

Lunch

Afternoon Tea

Cold menu

Hot menu

Dietary requirements:

Gluten free

Vegetarian

Other (please specify):

Any additional notes:

Equipment Requirements

Tables

Chairs

Whiteboard

Projector

Lectern

Wi-Fi

What equipment do you intend to bring?

Do you have any additional requests regarding equipment?

About your organisation/group

Is your group a:

Not for profit community group

Not for profit community agency

Business

Does your organisation/group have current public liability insurance?

Yes No

If Yes, please provide a copy with your application.

Brief description of your organisation's purpose and target group, e.g. families, young people, ethnic group, etc.

Terms and Conditions

1. I hereby apply to hire the Hastings Community Hub facilities details as completed above.
2. I certify that I have been issued with Hastings Community Hub conditions of Hire Agreement which I have read and understood and I will comply with all conditions detailed in that document.
3. Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the Application Form on the hirer's behalf and acknowledge that I am personally responsible for ensuring that the hirer complies with the conditions of hire.
4. The hirer will provide a current copy of Hirer's Public Liability Insurance Certificate.
5. The hirer(s) here to agree to indemnify and to keep indemnified and to hold harmless Advance/Hastings Community Hub, its staff and agents and of each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it or any of them arising out of or in any way related.
6. Lodgement of this form does not guarantee use of the facility.
7. In accordance with the current privacy laws your personal details will be protected.

Applicant Name:

Applicant Signature:

Date:

Please return your completed application form and public liability insurance to: hastingshubs@advance.vic.edu.au

Office use only

<input type="checkbox"/> Planner updated	<input type="checkbox"/> Confirmation letter sent	Invoice #:		Date Sent:	
Catering required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Caterer:		Ordered:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security Code:		Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room Hire:	\$				
Equipment Hire:	\$				
Catering:	\$				
TOTAL:	\$				
Payment Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No				