



YWCA of Canberra  
 Mura Lanyon Youth and Community Centre  
 Sidney Nolen Street, Conder ACT 2906  
 PO Box 6083, Lanyon Market Place, Conder ACT 2906

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## COMMUNITY CENTRE HIRE CONTRACT

**Group Name:** \_\_\_\_\_

**Contact name - 1:** \_\_\_\_\_ **Ph:** \_\_\_\_\_

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

**Contact name - 2:** \_\_\_\_\_ **Ph:** \_\_\_\_\_

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

**Status of Group:**    Community Group                  Commercial Group

All registered organisations/businesses must provide proof of their Public Liability Insurance. A photocopy of your insurance agreement must be attached to your Community Centre Contract.

**Hiring Basis and Times**

**PERMANENT HIRERS:**

This contract is valid until one of the parties requests to withdraw, giving two weeks notice, subject to the conditions of Community Centre Policy.

**Room: (please circle)**    Community Centre                                  Meeting Room

**Day:** \_\_\_\_\_ **Times:** \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_

**CASUAL HIRERS:**

This contract is valid only for the following listed dates and times.

Room	Date	Times	Paid	Receipt	Key ret.	Receipt #

### Hiring fees:

- A key deposit of \$50 must be paid before a key and security code will be allocated.
- Unless prior arrangement has been made, hire fees are payable in advance of booking. In the case of permanent hirers, you will be invoiced at the end of the month.
- Cheques should be made payable to YWCA of Canberra.

### Use of Mura:

- The hirer will not allow any persons other than those with a genuine need to be on the premises access to the centre.
- The hirer will observe all centre rules, including the Centre being a smoke free, alcohol free and drug free environment. Groups violating this condition will have their contracts terminated immediately.
- The hirer will observe the 'Environmental Protection Act 1997' permissible noise levels. Please see the YWCA of Canberra website or [www.tams.act.gov.au](http://www.tams.act.gov.au) for the Live Music and Entertainment Noise information sheet.
- The hirer will leave the Centre clean, following the Cleaning Checklist attached. If necessary a cleaning fee or a damage bill will be charged.

### Security:

The hirer will follow the agreed security procedures for opening and closing the Centre:

- The key provided accesses the Community Centre doors only. All doors and windows must be locked after usage.
- Mura has an alarm system that must be turned off immediately upon entry and rearmed on departure. Please follow the disarming and arming procedures below.
- Where a call out is required due to incorrect usage of the alarm or the alarm not being re-armed on departure, a fee of \$60.00 will be charged to the hirer, which is the cost incurred by Mura from the security company.

### **Security Procedure**

*To turn the alarm off and then back on again, the following sequence is used.*

1. Press in the four digits of the code eg 1234, the numbers 1 and 2 will come up on the screen, 1 should be flashing with an R underneath it. If this is the case then the Community Centre is disarmed and you have access. The rest of the building will still be alarmed; access is not available for Community Centre hirers. To reset the alarm on departure all doors must be closed and your code re-entered into the panel followed by the number 1 and the Home button. Wait for the panel to read EXIT NOW and then leave the building via the front door. You have 15 seconds to enter and leave the building after entering your security code.

### **Codes:**

- *Your code is:* \_\_\_\_\_

Each hirer will be allocated a different security code to access Mura. It is very important that you don't give this code to anyone else, as you will be held liable if Mura is opened at times outside of the agreed hire times. If the hirer needs to give their code to another person permanently, the hirer needs to notify the Mura Manager.

### **Any problems/questions?**

*Contact Mura Manager regarding the booking on 6294 4633*

*Contact CSS for security concerns on 133 277*

Signed: \_\_\_\_\_ Date / /  
(Hirer)

Signed: \_\_\_\_\_ Date / /  
(Mura)

## Community Centre Fees and Conditions of Use

### YWCA of Canberra Value Statement

As a feminist organisation the YWCA of Canberra values the community as the common bond between all people and the means through which the quality of life of all members of the community is advanced. All members of the community have a right to contribute to, and share equally in, the benefits of the community's social, cultural and economic development.

In line with the YWCA of Canberra's commitment to the provision of accessible and equitable services, the following applies to the usage by groups of the Lanyon Community Centre.

### Community and Meeting Room

The community room and meeting room can be booked on an hourly basis. Times and availability are negotiable. Please make an appointment to visit the Centre should you wish to view either room.

The following rates apply and include GST (10%).

Group Type	Community Room	Meeting Room	Both Rooms
Community	\$15.00	\$8.00	\$19.00
Commercial	\$20.00	\$12.00	\$28.00
YWCA of Canberra member	\$13.00	\$7.00	\$15.00

### Community Groups

A community group is defined as any not-for-profit group, which may be funded, non-funded or limited fee-for-service programs.

### Commercial Groups

A commercial group is defined as any group or company or organisation whose function includes fee for service and is for-profit.

### YWCA of Canberra Member

Individual person or organisation who applies and is accepted as a YWCA of Canberra member.

### General Information for all Users

Throughout the year, the Centre Manager will distribute newsletters about items of interest for user groups, as well as issues about the Centre. Groups are encouraged to share their stories through this means. Please contact the Centre Manager with your stories.

The Centre is for the whole community and, as such, upkeep of the Centre is a shared responsibility. Please report any concerns, or damaged/faulty equipment to the Centre Manager.



# CLEANING CHECKLIST

- Stack the tables and chairs – away from entry doors
- Close and lock cupboards and outside doors
- Close and lock all windows
- Turn off all lights (toilets included)
- Turn off the heater/cooling unit
- Vacuum the floor (the vacuum cleaner is on the bottom shelf of the cupboard under the oven in the kitchen)
- Wash, dry and put any crockery and cutlery
- Check the toilets