one tree
community services
discover the possibilities

COMMUNITY CENTRE
2026 ROOM HIRE APPLICATION FORM
(REGULAR AND CASUAL HIRE)

PRIVACY STATEMENT

Your personal information is being collected by One Tree Community Services (OTCS) for the purpose of assessing your application for the use of the Community Centre. For more on the OTCS Confidentiality and Privacy Policy please visit: https://www.onetree.org.au/wp-content/uploads/2025/11/QM-POL-019-Confidentiality-and-Privacy-NQS-Policy.pdf

One Tree would like to pay respect and acknowledge the Bunurong and Wadawurrung People as the Traditional Custodians of the land on which Wyndham OTCS is located.

1. CUSTOMER PROFILE

Organisation name			
1st Contact Name and Role title			
1st Contact Email			
1st Contact Mobile			
Billing address			
2nd Contact Name and Role title			
2nd Contact Email			
2nd Contact Mobile			
Australian Business Number (ABN)		Incorporation Number and state of registration	Tick if Cert of Incorp attached
Public Liability Insurance (PLI)	(Attached is a Current Certificate of Currency) PLI is mandatory for all activities in the Community Centre, it must include cover up to $20million, be up to date and display the correct corporation name		
PLI - Casual Use	I wish to apply for Wyndham City Facilities Public Liability Insurance for casual use. (conditions apply) **Complete the form**		

2. BOOKING DETAILS

Regular Hire *(tick if applicable)* or **Casual Hire** *(tick if applicable)*

1st Preferred Community Centre	
2nd Preferred Community Centre	
3rd Preferred Community Centre	

Day	Centre name	Room	Max ppl including facilitator	Start date	End date	Start time	End time	Activity name
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								

Names of the centres

TGCC – The Grange Community Centre LCCC – Lollypop Creek Community Centre WWFC – Werribee West Family Centre

Frequency Weekly Fortnightly Monthly Bimonthly

Hire School Holidays Yes No **Hire Public Holidays** Yes No (Additional cleaning fees apply)

Victorian School Terms

Term 1 27 Jan – 2 April
Term 2 20 April – 26 June
Term 3 13 July – 18 Sept
Term 4 5 October – 18 Dec

Public Holidays

New Year's Day	Thursday 1 January	**Anzac Day**	Saturday 25 April
Australia Day	Monday 26 January	**King's Birthday**	Monday 8 June
Labour Day	Monday 9 March	**Friday before the AFL Grand Final**	
Good Friday	Friday 3 April	**Melbourne Cup**	Tuesday 3 November
Easter Saturday	Saturday 4 April	**Christmas Day**	Friday 25 December
Easter Sunday	Sunday 5 April	**Boxing Day**	Saturday 26 December
			Monday 28 December
Easter Monday	Monday 6 April		

3. ADDITIONAL BOOKING REQUESTS

Date	Time	Centre	Purpose	Max ppl	Room

4. ADDITIONAL INFORMATION (required to be completed)

Storage space required ☐ No ☐ Yes *If yes, what size?* *NOTE: Not every centre has storage available.*	Small	Medium Large
Access to AV equipment required *(if available)*	Yes	No
Are you bringing any equipment to the centre? *(If yes, provide the details of equipment)*	Yes	No
Provide details of the type of equipment for example musical instruments *(Sounds limits may apply)*		
Who is your targeted audience/community? *Eg specific cultural group, physical activity group etc.*		
Which age range/s does your activity cater for? **See Child Safety obligations below**	All ages 0-4 years 5-11 years 12-17 years 18-24 years	25-34 years 35-54 years 55-64 years 65-84 years Over 85

Child Safety
If you have anyone under 18 attending your activity, please confirm you have you read and understand your legislative obligations under the 'Conditions of Hire' (Section 8.1 and 8.2) of the Child Safety section of this document. Further Child Safe Standard information can be obtained by accessing website: **https://ccyp.vic.gov.au**

I have people under 18 attending, and I understand my obligations

I have no people under 18 attending my activity

Do you have working with children check? If yes, then please attached

5. TYPE OF ACTIVITY AND ROOM SET UP (workshop, classroom style, use of whiteboard)

Are your participants required to pay membership/entrance/donation fees?	Yes No If you have answered yes, please provide the amount $
Food and alcohol	
I want to sell food during my booking. ***Note: if you require information and advice about selling food, please contact OTCS's Environmental Health Unit on 1300 023 411***	
I want to serve, sell, or consume alcohol during my booking. ***Note: if you require information and advice about liquor licensing requirements, please visit*** www.vic.gov.au/liquor-control-victoria	
Catering	
I/we intend to engage a third party (external caterer) to provide catering?	Yes No
(If yes provide copy of caterers PLI Yes No)	

6. INFORMATION TO BE PUBLISHED IN CENTRE NEWSLETTER

☐ By ticking this I agree to One Tree community services promoting **my activity** in its publications (newsletter, website etc), including contact information to assist with enquiries.

Program Name		
Contact details, including name of organisation, contact, phone, email, website		
Details of program/activity (up to 50 words)		
Day and Time		

7. IMPORTANT INFORMATION

Subsidy

Wyndham City offers a venue hire subsidy scheme to support 'regular' seniors & disability specific activities in Community Centres. If you are eligible, please complete a Subsidy Form and submit it with your application.
Note: to find out if your group might be eligible, please speak with your preferred community centre. **Click Here**

Local Priorities

Community Centres are in high demand. Community Centre activities that can clearly demonstrate neighbourhood benefit will be prioritised (speak to Centre staff about 'Local Activation Priorities' & how your group could add value).

Shared Space

The Community Centre is a shared space. Please be respectful of others. This includes keeping the noise levels at the acceptable levels. Your activity will be taking place within one or more Community Rooms, yet we would remind you that your participants will be moving through common areas containing shared amenities which will need to be supervised and maintained as part of the Conditions of Hire.

Green and Inclusive

One Tree Community services encourage Activity Providers to contribute to strong healthy neighbourhoods by planning for environmentally sustainable and socially inclusive community activities (speak to Centre staff for practical tips and info sheets).

Confirmation

This is an application only. Requested dates and location are not secured until you receive a written Booking Confirmation. This is issued once the application has been approved, hire fees paid (where applicable) and a Community Centre Induction is completed.

Community Centre Induction

It is a mandatory requirement for you and all activity facilitators to attend a scheduled Community Centre Induction prior to your activity.

8. DECLARATION

I confirm that I have the authority of the group to submit this Community Centre Hire Application on behalf of the organisation named above. I acknowledge and agree that the booking is subject to the Community Centre Conditions of Hire, which I confirm that I have read and understood.

Signed:	Print Name:	Date:

COMMUNITY CENTRE
CONDITIONS OF HIRE

By submitting a Community Centre Booking Enquiry ('enquiry'), the hirer agrees to be bound by these conditions of hire.

These conditions of hire should be read in conjunction with any relevant centre information, e.g. the hirer's enquiry, booking confirmation, and any other OTCS correspondence or documentation relating to the hire of the centre.

Submission of an enquiry does not confirm a booking. Bookings will only be confirmed once OTCS has issued the hirer with a booking confirmation and the key bond (if applicable) has been paid.

1. HIRER

1.1. Where the hirer is an individual, the hirer must be aged at least 18 years of age.

1.2. Where the hirer is a group or organisation, the person submitting the enquiry is jointly and severally liable together with the group or organisation to ensure compliance with these conditions of hire, including with respect to the payment of fees.

1.3. Where the hirer has indicated that they are a not-for-profit organisation or incorporated entity, they must provide evidence of this status with their enquiry.

1.4. Where the hirer has applied for a subsidy under Wyndham city OTCS's venue hire subsidy scheme, OTCS will assess enquiries for discounts in accordance with its assessment criteria and notify the hirer accordingly.

2. USE OF THE CENTRE

2.1. The hirer agrees to use the centre for the approved purpose during the booking period only and must not use the centre for any other purpose or outside of the booking period.

2.2. The hirer must not conduct, or allow to be conducted, any activity at the centre, which is dangerous, noxious, offensive, illegal, excessively noisy or objectionable.

2.3. The hirer acknowledges and agrees that its use of the centre is not exclusive.

3. USE OF ITEMS AND EQUIPMENT

3.1. The hirer must provide all items and equipment it may require in connection with its booking. The hirer must obtain OTCS's prior written consent to use any large or heavy equipment at the centre.

3.2. Any equipment to be used by the hirer must be used in accordance with the manufacturer's directions. All electrical equipment must have a current test and tag certification in accordance with Australian Standard AS 3760. Electrical equipment which has not been tested and tagged must not be used.

4. PROHIBITED ITEMS

4.1. The hirer must not use the following items at the centre:

(a) sparklers, candles and other items with a naked flame or smoke; or

(b) balloons.

4.2. The hirer must not display any signs or notices at the centre or affix anything by any means to the centre's walls or any surfaces at the centre without OTCS's consent.

5. KEYS AND SWIPE CARDS

5.1. If One Tree provides the hirer with keys and/or swipe cards for the centre, the hirer must:

(a) pay the key bond as advised by OTCS in the booking confirmation.

(b) not copy, duplicate or give them to any other person.

(c) return them to centre within 3 business days of the end of the booking period.

(d) always keep the centre secure; and

(e) pay for all call out fees.

5.2. In the event of lost keys and/or swipe cards, the hirer:

(a) must immediately notify OTCS's staff; and

(b) agrees that OTCS's may deduct the cost of their replacement and/or changing the lock(s) to the centre from the key bond.

5.3. Subject to clause 5.2(b), a refund of the key bond will be made within 30 days of the end of the booking period.

5.4. Where the amount of the key bond is not sufficient to cover the amount payable under clause 5.2(b), the hirer will be liable to pay the difference within 30 days of receipt of invoice.

6. FOOD AND DRINK

6.1. The hirer must not:

(a) serve or sell alcohol, or allow alcohol to be served, sold or consumed; or

(b) sell any food, or allow any food to be sold, at the centre without OTCS's prior consent.

6.2. A liquor licence under the *Liquor Control Reform Act 1998* may be required to serve, sell or consume alcohol at the centre. The hirer must make their own enquiries in this regard.

6.3. Registration under the *Food Act 1984* and/or Food trader (foodtrader.vic.gov.au) may be required to sell food at the centre. The hirer must make their own enquiries in this regard.

6.4. Where the hirer is required to obtain a licence or registration under clause 6.2 or 6.3, the hirer must provide a copy of the licence or registration and any other required documentation to OTCS prior to the booking period and otherwise on request.

7. SAFETY

7.1. If required by OTCS's, the hirer must submit a risk mitigation plan prior to the booking period.

7.2. Prior to the booking period, at least one person who will be present at the centre for the entire booking period must undergo a centre induction on behalf of the hirer.

7.3. The hirer must, as soon as is reasonably possible in the circumstances, notify OTCS's of any incident, accident, injury or damage that occurs during the booking period.

7.4. The hirer must not do or permit anything to be done at the centre which, in the opinion of One Tree may be a risk to any person or property.

7.5. The hirer must not damage, remove or otherwise interfere with any part of the centre, or fixtures, fittings, plant and equipment at the centre. The hirer is responsible for all costs associated with any such damage or loss.

8. CHILD SAFETY

8.1. The hirer must, as soon as is reasonably possible in the circumstances, notify OTCS of any concerns or incidents relating to any person aged under 18 that occur at the centre during the booking period.

8.2. If there are any persons aged under 18 at the centre in connection with the hirer's booking, the hirer:

(a) is responsible for the wellbeing of those children at all times during the booking period.

(b) must, in addition to its obligations under clause 16.9, comply with the *Child Wellbeing Act 2005*, the *Workers Screening Act 2020*, the Victorian Child Safe Standards and all other associated legislation; and

(c) must, on OTCS request, provide evidence of its compliance with clause 8.2(b).

9. CONCLUSION OF HIRE

9.1. The hirer must ensure that all persons attending the centre in connection with the booking leave the centre in a quiet and orderly manner and do not unnecessarily disturb others, including other centre users or nearby residents.

9.2. At the end of the booking period, the hirer:

(a) must vacate the centre.

(b) must ensure the centre is left in a clean and tidy condition, and otherwise in the same state it was in prior to the start of the booking period.

(c) must remove all rubbish and any property brought into the centre during or for the purposes of the booking by any person and make good any damage to the venue cause by the removal.

(d) acknowledges that any property not removed from the centre at the end of the booking period will be deemed to be abandoned and will be disposed of by OTCS acting reasonably in the circumstances; and

(e) agrees that it is responsible for any costs incurred for the disposal of abandoned items.

9.3. The hirer acknowledges and agrees that failure to comply with clause 9.2(a)-(c) may incur the following additional fees:

(a) failure to vacate the centre by the end of the booking period: additional hire fees at the applicable hourly rate.

(b) rubbish removal: $50.

(c) special cleans, including chewing gum removal or graffiti repair: $250.

(d) Public holiday hirer cleaning $120.69 per hour minimum of 2hours

9.4. Where the booking is a regular or recurring booking, the hirer must vacate the venue in accordance with clause 9.2 between each booking period.

10. BOOKING CONFIRMATION

Submission of an enquiry does not constitute confirmation of a booking. A booking is not confirmed until OTCS has issued the hirer a booking confirmation and the applicable fees have been paid.

11. FEES AND PAYMENT

11.1. will issue the hirer with invoices for the hirer's hire fees and any additional charges incurred in accordance with these conditions of hire. The hirer must pay these fees and charges within the time specified on the relevant invoice.

11.2. Except where a clause in these conditions of hire provides otherwise, the hirer will not be entitled to any refund of payments made in respect of the booking.

12. SECURITY

If required by OTCS, the hirer must:

(a) engage security for the booking period; and

(b) notify Victoria Police of its booking and/or register it's booking with Victoria's Party safe program (or equivalent), and must provide evidence of such engagement or notification on OTCS's request.

13. INSURANCE

13.1. The hirer must hold and maintain public liability insurance in a minimum sum of $20 million per single event and must provide a copy of its certificate of currency with its enquiry and otherwise on OTCS's request.

13.2. Notwithstanding clause 13.1, OTCS may, at the hirer's request and at its absolute discretion, arrange for the hirer to be covered under an OTCS-purchased public and product liability insurance policy, subject to completion of further documentation as required by OTCS and to the policy's terms, conditions and exclusions.

13.3. For the purposes of any claim made by the hirer under a policy referred to under clause 13.2, the hirer acknowledges and agrees that OTCS's responsibility extends to facilitating lodgement of a claim only and that OTCS is not obligated to participate in any correspondence or dispute that the hirer may have with the insurer of the policy referred to in clause 13.2. OTCS is not liable to either reimburse the hirer for the payment of any deductible or the to pay the hirer a sum equivalent to any amount denied or reduced under the hirer's claim.

13.4. The hirer acknowledges and agrees that OTCS will not be responsible for any loss or damage to any property or equipment belonging to either the hirer or any person attending the centre in connection with the booking. Insurance for non-OTCS property is entirely the responsibility of the hirer and/or the hirer's attendees.

14. ENGAGEMENT OF THIRD PARTIES

14.1. All third parties engaged by the hirer must hold and maintain public and product liability insurance in a minimum sum of $20 million per single event.

14.2. If the hirer engages a third party in connection with their booking, they must provide a copy of the certificate(s) of currency for insurance referred to in clause 14.1 prior to the booking period and otherwise on OTCS's request.

15. ADVERTISING AND PROMOTION

15.1. The hirer acknowledges and agrees that OTCS may promote the hirer's booking or use of the centre, using the information provided in the hirer's enquiry. OTCS accepts no responsibility for any incorrect information published in connection with the hirer's event.

15.2. The hirer must not use OTCS's logo without OTCS's prior written approval.

16. GENERAL

The hirer:

16.1. is responsible for all:

(a) call out fees for after-hours attendance at the centre; and

(b) costs associated with any emergency services attending the centre in circumstances that OTCS deems to be a non-emergency.

16.2. must allow OTCS staff, its contractors, persons authorised by OTCS and emergency services access to the centre at any time during the booking period.

16.3. must not exclude OTCS staff and contractors from the centre or members of the public from the centre's communal areas during the booking period.

16.4. is responsible for the conduct and behaviour of all its employees, agents, contractors and all persons attending the centre in connection with the booking, including with respect to compliance with these conditions of hire.

16.5. must follow all directions of emergency services.

16.6. must follow all reasonable directions of OTCS in relation to the booking and the use of the centre generally.

16.7. must not exceed the centre's capacity as advised by OTCS.

16.8. must not sublease or licence the centre or any part thereof.

16.9. must comply with all laws, rules and regulations applicable to the booking and the use of centre; and

16.10. acknowledges and agrees that OTCS may change or amend these conditions of hire at any time, without prior notice.

17. LIABILITY

17.1. To the extent permitted by law, OTCS gives no warranty or assurance that the centre or any part of it is fit for any purpose or use.

17.2. The hirer uses the centre at its own risk.

17.3. To the extent permitted by law, OTCS is not liable to the hirer for any loss, damage, claim or expense ('loss') suffered, including but not limited to, property loss or damage, personal injury and death, as a result of or in connection with the hirer's use of the centre, except to the extent that any such loss is caused or contributed to by the negligent act or omission of OTCS.

17.4. OTCS is not liable to the hirer for any indirect or consequential loss that the hirer may suffer, including but not limited to, lost profits, lost revenue or lost opportunities, loss of goodwill or loss of reputation.

18. INDEMNITY

The hirer agrees to hold harmless, indemnify and keep indemnified OTCS, its, staff and contractors ('OTCS') against any action, claim, demand, cost (including legal costs) or other liability ('claim') made against or incurred by OTCS in respect of any accident, damage, injury or loss ('loss') arising from the hirer's use of the centre (including any claim arising pursuant to clause 17.4) and the hirer's compliance or purported compliance with these conditions of hire, provided that the hirer will not be required to indemnify OTCS against any such claim to the extent that any loss is caused by the negligent act or omission of OTCS.

19. CANCELLATION

19.1. The hirer may only cancel or request an amendment to a booking in writing.

19.2. The hirer acknowledges and agrees that if they cancel their booking in accordance with clause 19.1, the following fees will apply:

(a) where at least 30 days' notice of cancellation has been given: no cancellation fee applies.

(b) where between 14 and 29 days' notice of cancellation has been given: cancellation fee of 50% of the hire fee applies.

(c) Where less than 14 days' notice of cancellation has been given: cancellation fee of 100% of the hire fee applies.

19.3. Notwithstanding any other provision of these conditions of hire, and regardless of whether a booking confirmation has been issued, OTCS expressly reserves the right to cancel a hirer's booking at any time or to refuse to allow any hire of the centre in circumstances where the centre is required for OTCS use, including as an emergency centre, where the centre is unsuitable for use, or where OTCS reasonably considered the proposed use will be detrimental to OTCS or a third party. OTCS may, acting in its entire discretion, provide the hirer with a full or partial refund of monies paid.

19.4. OTCS reserves the right to cancel any booking in circumstances where the hirer:

(a) has submitted false, inaccurate, insufficient or misleading information in its enquiry or otherwise; or

(b) has a regular or recurring booking at the centre and has failed to attend the centre during its booking period for two or more consecutive weeks.

OTCS may, acting in its entire discretion, provide the hirer with a full or partial refund of monies paid.

20. NO RELATIONSHIP

Nothing in these conditions of hire or in the conduct of OTCS and the hirer will create a relationship of agency, partnership, employer and employee or joint venture between the hirer and OTCS.

21. BREACH

21.1. Any breach of these conditions of hire, including failure to provide the required information or documents or pay any amount due within the specified time may, at the option of OTCS, result in the cancellation of the hirer's booking or further bookings by the hirer not being accepted.

21.2. The hirer agrees that if its booking is cancelled under clause 21.1, the hirer will pay all outstanding hire amounts and will not be entitled to a refund of any payments already made.