

# Grove Pavilion Hire Agreement

Welcome to the Grove Pavilion we hope that this facility will be the perfect space for your gathering, meeting or activity. Grove Pavilion is a community facility managed by a team of volunteers. The Grove Pavilion & Ocean Grove Park are proudly maintained by volunteers. This land is not managed by council. Please understand that your help in following these guidelines enables everyone to have access to this facility and grounds and that it's kept in good order for all to enjoy and available at a reasonable price.

Each booking is required to clean up after themselves however large or small the activity, leaving Grove Pavilion clean and ready for the next group.

**Cleaning can be prearranged and is charged at \$80**

**(kids parties and larger events the cleaning fee is included in the hire quote)**

Due to new government guidelines regarding safe COVID practices, cleaning procedures are to be completed accurately **every time** you hire the Grove Pavilion.

If cleaning is not adequate a fee of \$80 will be invoiced.

Evening Hire: Cleaning must be conducted between 11pm - midnight otherwise extended hire until the follow day is required.

Regular Hire: Cleaning completed by user each day.

**Please read the following information and contact us with any questions.**

Once you have read through our guidelines please cut and paste the following statement and return to us to acknowledge and confirm your co-operation in leaving the venue and grounds as they were found.

STATEMENT (cut & paste)

I/we agree to complete any cleaning that is required immediately after the use of the hired space/s at Grove Pavilion. In the event that something is broken or not working please advise us immediately after use/hire.

.....Name / Date of organiser.

## GROVE PAVILION HIRE GUIDELINES & ADDITIONAL INFORMATION

### ○ LOCATION

Grove Pavilion is in Ocean Grove Park on the corner of Presidents Avenue & The Avenue, Ocean Grove. The Park's address is **70 Presidents Ave, Ocean Grove 3226**

### ○ CONTACTS

For any queries relating to your booking, please contact us

**Grove Pavilion Phone: 0413 978 058** E-mail: [bookings@grovepavilion.org.au](mailto:bookings@grovepavilion.org.au)

**Ocean Grove Park : 0403884107**

**In the event that emergency assistance is required**

medical assistance, police or there is a fire

**Call 000**

### ○ ACCESS

#### ○ Front Door:

There is a keypad on the Pavilion door that will allow you to unlock and lock the Pavilion. The entry door is facing Presidents Avenue.

**To open**

Key in the code (**you will be given a code prior to your event via email/text**)

Enter code, press the unlock symbol

Door handle should now be unlocked

**To lock**

Close the door and press the lock symbol.

You should hear the door lock **but please check the door handle before leaving**

**Rear doors to stage:**

Doors to the stage automatically lock if closed behind you

### ○ LIGHTING & COOLING /HEATING

When you enter, the light switches are on the left.

The control panel for the heater / air conditioner is on wall inside the kitchen door if needed (**please remember to turn off!**)

Shutters on the windows in the Green Room can be opened and closed using the control panel next to each window. Arrow up to open and arrow down to close.

### ○ CHAIRS & TABLES

You will find chairs stacked along the walls for you to arrange as needed. More chairs and tables can be found in the storeroom.

**Please take care of the floor and lift rather than dragging chairs and tables across the floor.**

**A trolley is available to use.**

Please do not take chairs or tables into the park. They may be used on the stage if your group has booked this area.

**Please return all chairs and tables to original position after your event and clean.**

### ○ ALCOHOL

Alcohol may be consumed inside Grove Pavilion and on the stage if partitions are in place around the stage edge. Important this is pre-arranged when booking. Please respect that alcohol may not be consumed in the park. If you plan to sell alcohol at your event you must obtain the relevant liquor licence from [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

### ○ RUBBISH

**Please take ALL rubbish with you** as there is no rubbish collection at Ocean Grove Park. kitchen bins to be emptied and garbage bag replaced with a new one, found under the sink.

If your group used the outdoor areas, please ensure all litter has been removed

- **NOISE**

Grove Pavilion is located within a residential area. Events held in the evening are required to be respectful. Any type of music must be turned off after 11pm.

When leaving the premises please be quiet.

All patrons must have vacated the premises by 12 midnight.

- **SIGNAGE & SOCIAL MEDIA – Please don't advertise on the inside or outside of the Pavilion. Only authorised advertising is allowed on the entry points of the park.**

- **OPENING HOURS – The Pavilion is open to as per booking, there is no access to general public without a booking.**

## **Grove Pavilion Cleaning and Lock Up Procedures**

(as of December 2020)

### **All Surfaces touched during your hire of the Grove Pavilion must be cleaned**

**Surfaces include and are not limited to: Door handles & doors, tables , chairs, light switches, heating cooling panels, floors - indoor and stage, partitions, walls, toilets, basins & taps, benches, mirrors, windows & controls, cupboards, appliances (external & internal eg microwave/oven)**

- **Pack away all chairs and tables**

- **Tables & Chairs used for your event must be wiped with disinfectant and cloth.**

Please leave one table set up under window next to front door, all other tables to be returned to store room. Most of the chairs can be stacked in the Green Room or along the wall. Extra chairs can be stored in the store room.

- **Clean Green Room Floor**

**Please sweep the Green Room floor and mop with hot water & disinfectant.** Broom, mop and bucket are located in the store room or kitchen. Floor cleaning detergent/disinfectant is located under kitchen sink. **Mop bucket can be filled using the shower in the disabled toilet.**

- **Clean Kitchen**

Wipe down kitchen benches and sink. Sweep the floor and mop.

Please wash, dry and put away all glasses, crockery cutlery etc that was used.

Clean and pack away any kitchen items that were used.

You are welcome to leave a load in the dishwasher if you leave before the cycle has finished.

**Remove all food from the fridge and wipe down if any spills.**

○ **Clean Bathrooms**

Wipe over toilets, basins bench and mirror. Multi-purpose cleaner and cloths are located under kitchen sink. Remove rubbish, sweep floor and mop.

○ **Remove all rubbish (include recycling)**

Please empty bins in kitchen and bathrooms and pick up any rubbish inside the Pavilion and outside if your event used outdoor areas.

Please take all rubbish with you as there is no rubbish collection at the park.

○ **Close all external doors**

Please close all external doors and push on them to ensure they are locked. As a safety measure the door handles will always open from the inside but should be locked from the outside. So you just need to close the door then push on the actual door to ensure it has closed properly. There 3 doors; one in the kitchen and one on either side of the stage.

○ **Turn off the air conditioner / heater**

Control for the heater / cooler is on kitchen wall, just near the light switch.

○ **Close external window shutters**

Use the down arrow on the control pad next to each window to close the external shutters. Windows are in the kitchen and in Green Room on either side of the entry door.

○ **Turn off lights**

Kitchen light switch is just inside the door

Bathrooms lights are on a sensor and will turn off automatically

Lights for the Green Room are next to the door facing Presidents Ave.

○ **Doors & windows**

Back door to the stage require a firm pull from the inside. Front door is locked from the outside press the closed lock symbol -please check the handle to ensure door is locked before walking away.