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| Application for holding an event in communal areas on public housing estates |
| November 2023 |
| OFFICIAL |

# Instructions

## Completing the application

Requests for access to common outdoor areas, community facilities, mail rooms and notice boards on public housing estates must be made in writing via the Application for event in communal areas on public housing estates.

## Sending the application

This form and any attachments must be addressed to the Client Support and Housing Services Manager at the relevant local office.

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| To receive this document in another format, email Housing Operational Policy <housingoperationalpolicy@homes.vic.gov.au>  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Families, Fairness and Housing, November 2023.  Available at [HousingVic – Access to communal areas](https://www.housing.vic.gov.au/access-communal-areas) <https://www.housing.vic.gov.au/access-communal-areas> |

# Section A: Applicant’s details

|  |  |
| --- | --- |
| Applicant’s name  (must be over 18 years of age) |  |
| Organisation’s name  (if applicable) |  |
| Address |  |
| Phone |  |
| Email |  |
| Are you a public housing estate renter or resident?  (Yes or No) |  |

# Public liability insurance

Does the organisation have public liability insurance for at least $10 million for any one claim?

| Public liability insurance of at least $10 million for one claim? | Mark with X |
| --- | --- |
| 1. **Yes** – attach a copy of the current policy |  |
| 1. **No** |  |

# Section B: Event information

## Does the event involve media, film crews or photography?

If the event involves the media, filming or photography, you will also need to complete and send to the Media Unit the *Application for filming or photography location agreement*. The form is available on the [Filming and photography at public housing properties page](http://www.housing.vic.gov.au/filming-and-photography-public-housing-properties) <http://www.housing.vic.gov.au/filming-and-photography-public-housing-properties>. Please [email the](mailto:propertyportfolio.officer@dhhs.vic.gov.au) Media Unit <[media@dffh.vic.gov.au](mailto:media@dffh.vic.gov.au)> if your require more information.

| If Media, film crews or photography? | Mark with X |
| --- | --- |
| 1. **Yes** – attach copy of completed *Application for filming or photography location agreement* |  |
| 1. **No** |  |

## Event details

(an event may include registered political parties seeking access to high-rise mail rooms to distribute political materials)

| Detail | Response |
| --- | --- |
| Describe the address or location of the estate you wish to use |  |
| Describe the areas you wish to use |  |
| Purpose of event |  |

## Frequency of event

| Frequency | Mark with X |
| --- | --- |
| Once-off |  |
| Weekly |  |
| Fortnightly |  |
| Monthly |  |
| Other – specify: |  |

## Event dates

|  |  |
| --- | --- |
| Preferred start date |  |
| Preferred end date |  |
| Dates requested |  |
| Times requested |  |

# Department of Health & Human Services - State Government VictoriaSection C: Conditions of use – public housing estate community facilities and communal areas

## 1. Bookings

Tentative bookings are to be held for 14 days only.

A booking may become confirmed after requested documentation has been received along with any payments that may be required.

If applicable, any bond provided by the hirer is security for any damage to the building and/or breach of these conditions of use. Costs for reinstatement will be deducted from the bond, and additional costs invoiced to the hirer. Bonds should be refunded within 30 days of conclusion of booking.

## 2. Permits and statutory obligations

Copies of relevant permits and licences are to be provided to the booking officer prior to the booking.

* **Liquor:** Refer to Victorian Commission for Gambling and Liquor Regulations (VCGLR) – phone 1300 182 457 or visit the [VCGLR website](http://www.vcglr.vic.gov.au/) <http:www.vcglr.vic.gov.au> for information as required
* **Health:** Food Handling and appropriate registration – refer to your local council public health unit
* **Performing rights:** The hirer hereby agrees to indemnify the department against any claim for breach of copyright
* **Liquor management plan:** Plan and complete a Victoria Police Party Safe registration – required for bookings involving alcohol and underage patrons, unless exempt by the booking officer.

## 3. Insurance

The department requires all hirers of community facilities to have public liability insurance.

Public renters residing in the area upon signing the event form and payment of any associated fees will be covered by the department’s Facility Hirers Liability Insurance Scheme.

For community service organisations which receive recurrent departmental funding, you may already have public liability cover through Victorian Managed Insurance Authority (VMIA). VMIA can be contacted on 9270 6900 or visit the [VMIA website](http://www.vmia.vic.gov.au/) <http://www.vmia.vic.gov.au> for information as required.

Any other organisations or individuals will be required to provide evidence of their public liability insurance coverage upon request. The insurance cover, which should be at least $10 million for any one occurrence, will need to be current for the period of the bookings.

## 4. Damage

The hirer will take steps to ensure their patrons do not cause damage or defacement to any hired assets of the department. Failure to adhere to the above may result in loss of any bond and additional charges.

## 5. Indemnity

The hirer agrees to indemnify and keep indemnified and to hold harmless the department and its staff and 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 by any of them arising out of or in any way related to the granting of this licence and/ or the use of the premises or a department asset, except to the extent that any such actions, costs, claims, charges, expenses and damages result from the department and its agents, contractors and employees’ negligence, default or unlawful act or unlawful omission.

The department is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer, or any person coming onto the premises during the period of hire, and the hirer indemnifies the department in respect of all claims for loss, damage or injury caused by any person or property during the period of hire, or as a result of the use by the hirer of the premises, or department asset.

## 6. Noise restrictions

Any noise generated by this event must comply with the relevant *Environment Protection Act 1970* guidelines. No commercial amplification (sound system) is to be used without specific permission of the department.

## 7. Liability

The hirer must:

* remain in the premises whilst visitors or patrons are in the building
* keep premises locked when unoccupied
* be responsible for the orderly conduct and safety of patrons
* maintain the premises in a clean and safe condition for the duration of the period of hire
* clean the facility after the event based on the department’s cleaning schedule.

## 8. Department access and limit of hire

Authorised department staff are entitled to access all facilities or communal areas regardless of bookings at any time

In the event of a Heat Health Alert Day, designated community facilities are declared open to residents of the estate from 10am to 7pm. In this instance, bookings involving designated community facilities may be cancelled.

## 9. Breaches

The department reserves the right to require a person(s) to leave communal facilities or communal areas, or terminate an event due to any breach of these conditions of use and / or misconduct by the hirer or patrons.

## 10. Maintenance

All maintenance enquiries are to be directed to the Housing Call Centre on **13 11 72**.

## 11. Set up, cleaning and pack up

Hirers are expected to clean the facility at the end of their event based on the department’s cleaning schedule. Decisions can be made in consultation with the department about whether the full schedule is completed based on the duration of the event and the number of people who attended.

The cleaning schedule and cleaning products are kept inside the facility.

Hirers will also ensure the facility is packed up and left tidy. In particular:

* replenish from the facility’s stores, disposable face masks, alcohol wipes, toilet paper, paper towels, and cleaning products
* all rubbish and bottles must be removed
* chairs and tables to be stacked where indicated, or left where found
* all electrical appliances are to be switched off at power points and gas appliances to be turned off
* all windows and doors are to be locked before leaving the facility
* all lights and any heating or cooling are to be turned off.

# Signature

I agree to the conditions of use.

|  |  |
| --- | --- |
| Applicant’s signature |  |
| Name |  |
| Date |  |

## Manager’s decision

|  |  |
| --- | --- |
| Approved/  Not approved | Decision comments: |
| Manager’s Signature |  |
| Name |  |
| Date |  |