



Shire of Mundaring

BOYA COMMUNITY CENTRE
119-135 SCOTT STREET
BOYA WA 6056



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WELCOME TO BOYA COMMUNITY CENTRE

The Boya Community Centre is a community facility available for hire.

This facility has many regular users throughout the week. To avoid user conflict & loss of bond, please remember that setup for your function and cleaning afterwards **MUST** be within the times of your hire period. Access to the facility outside of your hire period is not permitted.

Please note that the Community Centre houses both the Halls and the Library. Any questions regarding the Halls are to be directed to the Facilities Booking Officer and not Library Staff.

If you would like to enquire about booking the Hall, please call the Shire of Mundaring Facilities Bookings Officer on 9290 6731.

The following information has been prepared to provide you with practical and safety information that will assist you in using this facility and does not preclude anything that is in the Shire of Mundaring - Conditions of Hire.



Evacuation Diagram

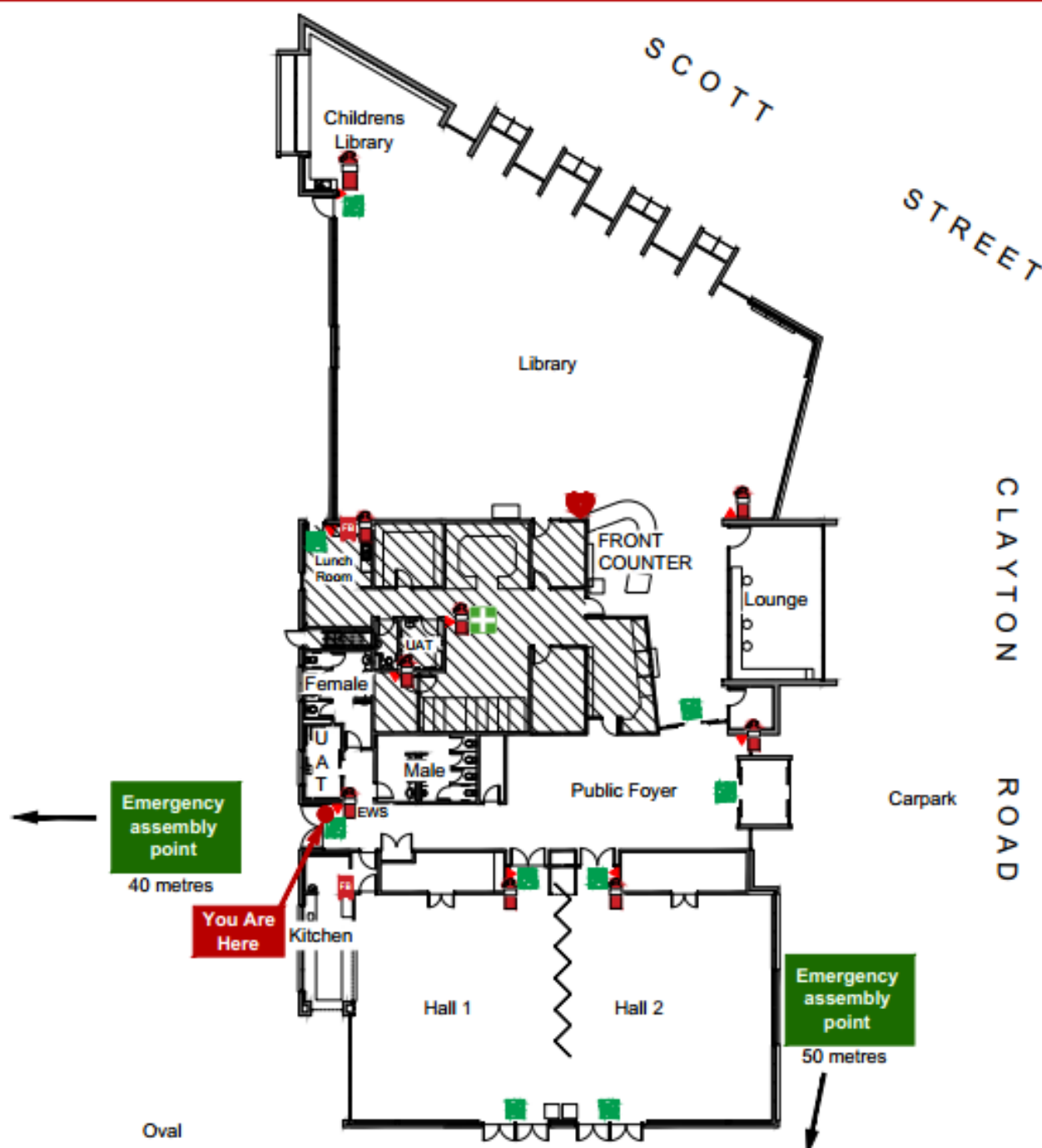
Boya Community Centre

119-135, Scott St
HELENA VALLEY 6056



7000 Great Eastern Highway Mundaring WA 6073
T: 9290 6666 F: 9295 3268
www.mundaring.wa.gov.au

Shire Of Mundaring - 9295 6666
Last updated: February 2017



	Dry chemical powder extinguisher		Emergency exit		Staff Area		Automated External Defibrillator
	First aid kit		Fire blanket		Manual Call Point Break Glass Unit		



Speak And Listen:
1800 55 727 and ask for 000

General pre-function duties

Should you notice any damage to the facility upon arrival, either:

- take a photo of it on your mobile and email it to bookings@mundaring.wa.gov.au;
- report it immediately to the Maintenance Officer who is on sit from Mon to Fri 8am - 4pm;
- call 9290 6731 and leave a message detailing the nature and extent of the damage.

Rubbish Removal

Rubbish that does not fit into the existing bins located in the Hall or kitchen, in green bins located at the edge of the oval or in the bins at the back of the venue in the bin cages (your allocated key will open these), **must be removed from the premises by the hirer**. Any rubbish left behind will be removed at the hirers cost and charges incurred may be taken from the bond at the Shire's discretion.

Cleaning

As per the Conditions of Hire, all equipment and fixtures should be left in a clean and tidy condition. Chairs and tables must be cleaned and sanitised and neatly stacked in the storeroom. Floors must be swept/vacuumed and the kitchen floor wet mopped (no detergent), plus loose dirt and debris removed. A broom, dustpan and brush, mop and bucket are located in the kitchen. Each Hall also has its own vacuum. It is the hirers responsibility to ensure the venue is cleaned and vacated within the hire period.



General pre-function duties



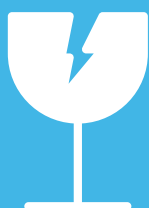
No Smoking Policy

As per all Shire facilities, the Boya Community Centre has a no smoking policy. Please respect the policy and refrain from smoking in or around the facility.

Damage to Facility During Functions

Please notify the Shire on 9290 6731 the next working day after your booking if damage occurs during your function.

Costs incurred to rectify any damages will be taken from the hire bond at the Shire's discretion. Any excess charges over the bond amount will be invoiced to the Hirer.



Functions

High risk parties for 16th, 18th and 21st birthday's are not permitted in the Boya Community Centre Halls.

Functions

If you are considering having any of the equipment below, you will need to gain Shire approval before confirming your booking.

- stages,
- dance floor,
- heavy equipment,
- archways,
- hired seating,
- decorations,
- smoke machines,
- catering/cooking of food on the premises,
- alcohol service/portable bars,
- DJ equipment,
- games or amusements such as bouncy castles, arcade games, photo booths and/or duke boxes.

Note: The kitchen at Boya Community Centre may only be used for reheating of food and no cooking is allowed in the kitchen on site.

Any bookings finishing at midnight are allowed one hour for pack-up and cleaning free of charge until 1am.

All music needs to be turned off at midnight



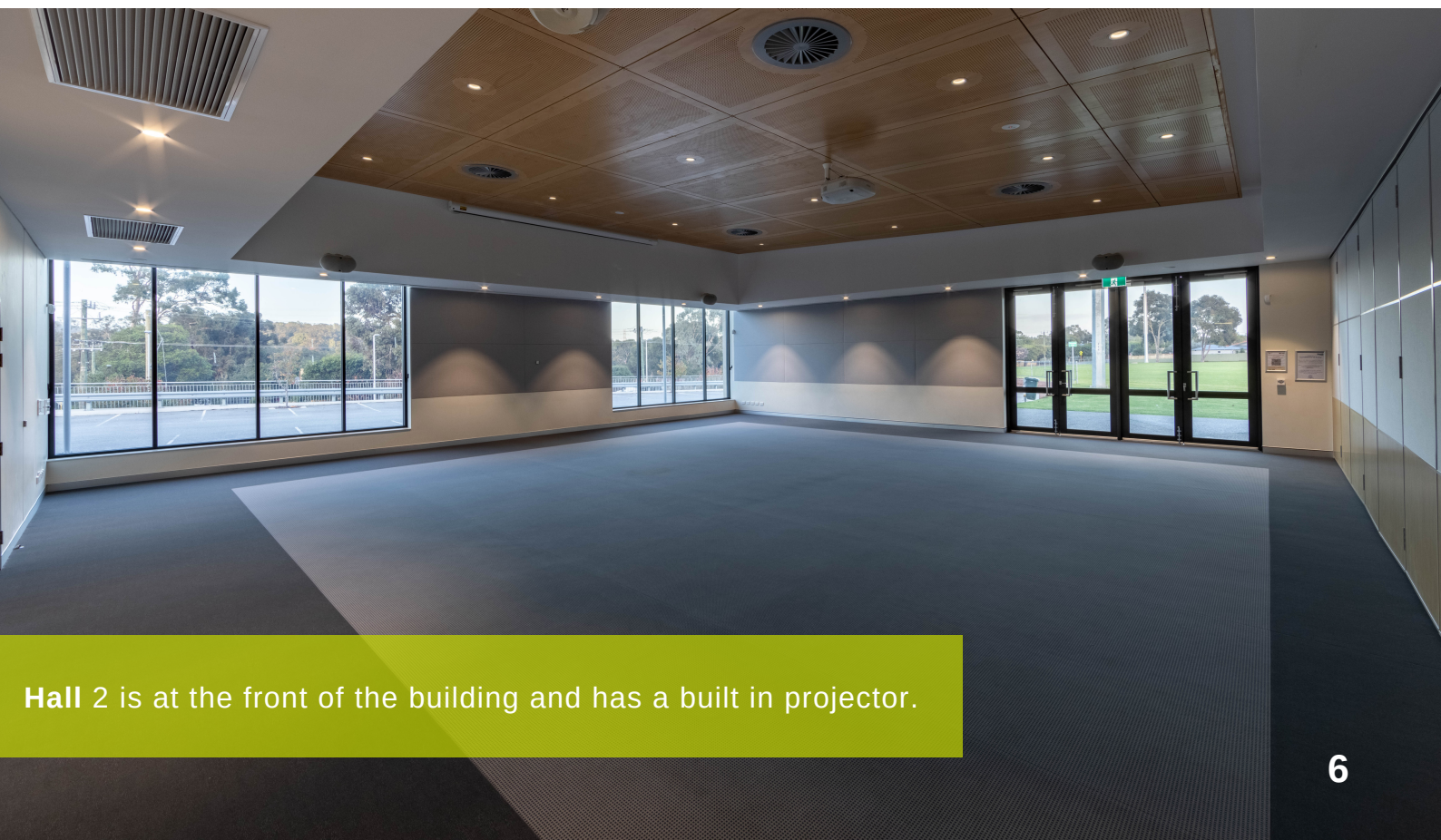


Hall 1 is attached to the kitchen with servery roller door access.

Halls

Each Hall can be hired individually with a capacity for 90 persons or together with the partition opened for 180 persons capacity.

Both Halls can access the speakers with an IPOD jack or HDMI cord.



Hall 2 is at the front of the building and has a built in projector.



Car Parking

There is plenty of parking available at the Community Centre. Please be mindful of Library Staff and patrons if your booking is held during 9am—7pm Mon to Thurs, 9am - 5.30pm Thurs and Saturday 9am—12pm. Access is off Clayton Road. There are two accessible parking bays at the front of the venue.

Keys / Entry

The key allocated to you will allow access to all areas appropriate to your function/user requirements. ***It is the responsibility of the hirer to ensure all doors are locked and the building armed before exiting the building.***

Please return your key to the Shire offices before the first working day after the event. Alternatively, the key can be dropped off through the after hours slot next to the Administration main reception doors.

Security Alarm

The Boya Community Centre has an alarm system installed. The keypad is located on the inside right of the front internal foyer. A second keypad is located to the inside left of the back door. Instructions to arm and disarm the alarm will be provided when picking up your key for the facility.



Facilities available for use by hirer

Chairs and Tables

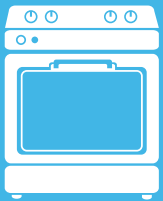
The facility has approximately 90 chairs and 15 x 1.8m rectangle trestle tables in each of the Hall storerooms. At the conclusion of your event, all used chairs need to be wiped over and stacked to the blue line in the store room they were removed from. Tables that have been used need to be wiped over and returned to the table trolley.

Ovens, Stove Tops, Microwaves and Hot Water

The oven has an isolation switch to turn on/off the oven which is located on the wall to the right of the oven.

- 600mm electric oven and four electric cook tops.
- Please ensure all surfaces are cleaned and elements turned to the off position after use.
- two microwave ovens,
- continuous hot water system,
- free standing hot water urn,
- double sink,
- separate hand wash facilities,
- serving trolley,
- two domestic fridge/freezers. The fridges will be on and ready for use when you arrive. Please leave these on when you depart. All foodstuff must be taken away at end of hire period.

There is servery access through a roller door into Hall 1 from the kitchen and also access out to the oval through a second roller door.



Facilities available for use by hirer

Audio Visual System/Microphone

Hall 2 has a projector available for hire. Please contact the Bookings Officer for prices and instructions for use.

The AV system is able to act as separate systems when the Halls are used independently or can be linked when both Halls are being used as one.

Full instructions will be provided at the time of key collection.

There is a microphone and microphone stand available for use. There is also a head-worn microphone if required. Please advise the Bookings Officer at the time of booking for inclusion with your booking as you will require an extra key to be issued.

There is also a HDMI cord and laptop connectors available for use. Please advise at the time of booking if required.

Taps

There are two external taps available for use if required - one at the front of the building on the corner and one at the rear of the building. The tap head for these can be supplied at the time of collecting keys.



Facilities available for use by hirer

Heating and Cooling

Hall 1 and Hall 2 are temperature controlled. Each Hall has a button that activates the air-conditioning unit. To turn on, please hold the button for three seconds (the button becomes red). Once activated the system remains on for a period of two hours and cannot be turned off before then. To reactivate after two hours, push and hold the button for three seconds.

Power Outlets

Hall 2

- four double and one single 10 Amp power outlets,

Hall 1

- two double and one single 10 amp power outlets,

Kitchen

- four double 10 amp power outlets.

Outdoors

- double outdoor 10 amp power outlet on the external wall facing the Oval of the each Hall.

Fire Extinguisher

In case of fire, a fire extinguisher is located in each Hall and in the kitchen (see plan). There is also a fire blanket located in the kitchen. Under NO circumstances are fires to be lit in or around the facility.

Staging

There are two 1.5m x 3m moveable staging pieces with steps that can be set up. Please advise at the time of booking if this is required.

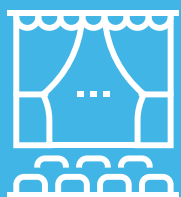
Wifi

There is free wifi available for use at the venue seven days a week from 9am – 10pm.

Please connect to wifi

Click on Public Wifi

Click on Accept (to agree to the Shire terms and conditions).





Lighting

The light switches for the foyer area are located by the alarm pad near the front entry. One of the switches turns on the lighting behind the stained glass panel.

Each Hall has a set of light switches as you enter. The outside light for Hall 2 is also located on this panel.

Lights switches for the kitchen are located on the left hand side as you enter.

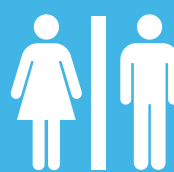
All toilets have automatic lights.

Toilets

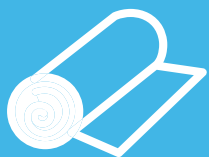
There are four stalls in the female toilets and four stalls in the male toilets along with three single urinals. There is also a Unisex Assisted Access Toilet with a baby change table at the venue.

Bonds

Once the facility is found to be in a clean and tidy condition with no damage, your bond will be returned via EFT. This refund usually takes approximately one week.



Other Information



Consumables

Disposable hand towels, hand soap and toilet rolls will be supplied by the Shire.



Access for People with Disabilities

Please indicate at the time of booking if you or your guests have any particular access requirements. The venue is accessible, has accessible toilets and the kitchen is also fully accessible.



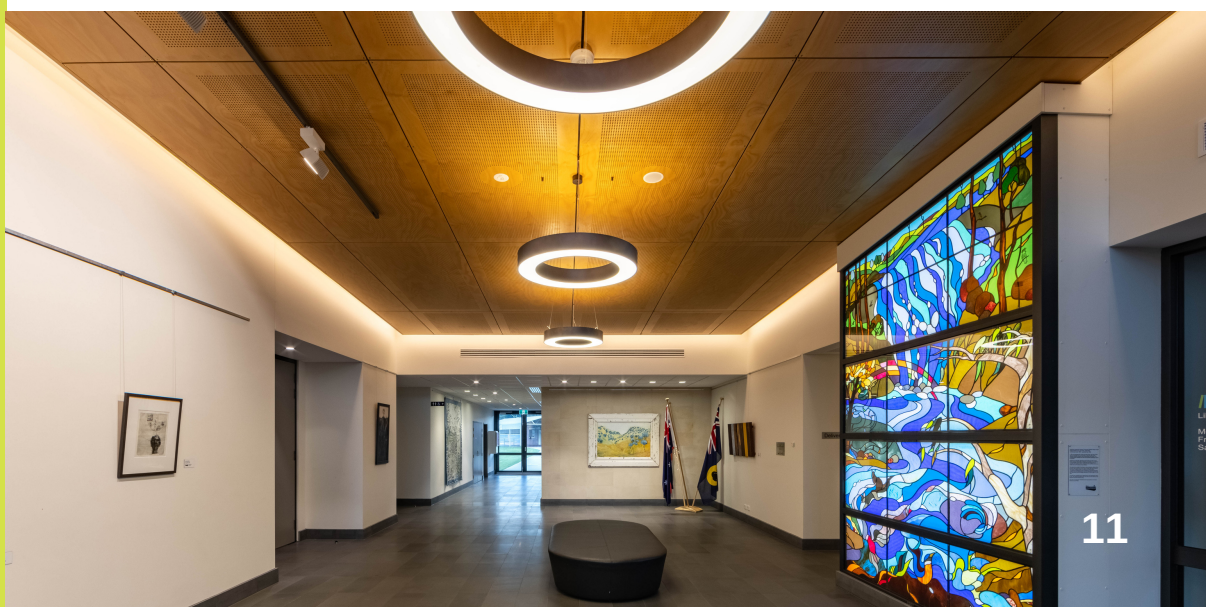
Decorations

Decorations in the Centre are conditional provided no damage occurs to the building. It is requested that you discuss your decoration requirements with Shire staff. All decorations (including fasteners) must be removed from the facility at the end of the hire period.



Contact

If you have any queries prior to or after your event, please do not hesitate to contact Bookings on **9290 6731** or email **bookings@mundaring.wa.gov.au** between 8.30am and 4.30pm Monday to Friday.



Emergency procedures

Emergency

In the event of an emergency or if there are any issues relating to security, crowd control or similar, please contact the relevant authorities as listed below.

Emergency	000
Midland Police Station	131 444

Shire of Mundaring After Hours Contact

Shire of Mundaring (24/7 Service) 9290 6666

Emergency Procedures:

The address for this facility is: Boya Community Centre, Scott Street corner Clayton Road, Helena Valley WA 6056

In case of Evacuation:

Evacuation muster point point - oval

- Alert other occupants
- Call 000 and advise operator of nature of emergency.

In case of a Fire or Emergency:

- Alert other occupants
- Call 000 and advise operator of nature of emergency.
- Attend to human life in danger
- Use appropriate extinguisher marked on plan to extinguish fire – ONLY if trained and confident to so
- Do not endanger yourself or others
- If possible switch off lights and power points near fire
- If possible close all windows and doors
- Assist mobility impaired persons and calmly exit the building
- If surrounded by smoke, remain calm, get your bearings and crawl out the nearest exit.

S.O.S

