



Venue Hire Policy

Who we are

The Port Phillip EcoCentre is a not-for-profit community-managed environment organisation. Our mission is to be a vibrant, accessible network, engaging and enabling communities in long-term social and environmental wellbeing. We do this through reconnecting people to the natural world and building relationships to inspire, educate and demonstrate. Our vision is of an empowered and engaged community actively shaping a more sustainable world.

We provide:

- a support base and resources for community environment groups;
- positive practical activities, information and education on sustainable living and environmental conservation;
- collaborative research, monitoring and sustainable development projects to protect and enhance the natural environment

Where we are

We are located in the beautiful St Kilda Botanical Gardens, on the corner of Blessington Street and Herbert Street in St Kilda. This great location is only a short walk away from cafés, restaurants and the beach.

We are a short walk away from public transport: take tram 96 to St Kilda (terminus/Acland St stop) or trams 16, 3, 3A, 67, 79 (St Kilda Rd/Carlisle St stop). The closest train station is Balaclava. Bicycle racks and a shower are available. The nearest Melbourne Bike Share station is near Luna Park.

Parking on Blessington and Herbert Streets is free on the side of the Botanical Gardens. A disability parking spot is located on the Blessington Street side nearest the corner with Herbert Street. Disability access is provided by the access ramp at the Blessington Street entry.

Policy adopted by the Committee on 28/05/2014. To be reviewed 28/05/2015

Port Phillip EcoCentre Inc, St Kilda Botanic Gardens, 55A Blessington St, St Kilda, VIC 3182, Australia ABN 66 852 809 680
e: info@ecocentre.com w: www.ecocentre.com p: (03) 9534 0670

Available Spaces

Our meeting room can be hired for meetings and small events. Meeting room hire includes the use of kitchen facilities and a projector and laptop with wireless internet access.

The entire venue can be hired for larger events. This includes the meeting room, reception area, kitchen, outdoor deck spaces and EcoCentre garden areas abutting, and the use of a projector and laptop with wireless internet access. The two offices are not included.

A wheelchair accessible toilet is available.

Please note that this venue policy applies only to the EcoCentre lease area. Events cannot spill over into the Botanical Gardens without a permit from the City of Port Phillip.

Eligibility

EcoCentre affiliate groups

Affiliates are entitled to use the meeting room and kitchen facilities for monthly meetings at no cost and can hire the entire venue for large events or festivals at a discounted rate.

Fee-paying users eligible for discounted rates

The Venue Hire Matrix (below) has been created to encourage and support uses that help to achieve the EcoCentre's vision. Prospective users who would expect to pay a venue hire fee are encouraged to check the Matrix to see if their activity merits a discounted fee.

Activities with a rating of **6 or more** are automatically accepted as appropriate users.

Activities with a rating of **less than 6** do not tangibly support the EcoCentre's mission and vision and therefore will be charged the full venue hire fee.

If prospective users reach a rating of 5 points, they may earn 1 extra point by filling in the Venue Hire application form and integrate measures to advocate, emphasise and/or practice environmental sustainability into their activity.

	Planning/delivering practical environment solutions (5)	Environment & education promotion (4)	Community capacity building (3)	Health promotion (2)
EcoCentre teams & sponsors (5)	10	9	8	7
EcoCentre affiliate groups (4)	9	8	7	6
Govt Agencies (3)	8	7	6	5
Commercial & Other (2)	7	6	5	4

Examples:

- A government agency (3) wanting to run a course on saving electricity (4) would be accepted for the discounted fee. Matrix score: 7
- A yoga practitioner (3) wanting to run a yoga class (2) would not be eligible for the discounted fee, unless the user can contribute to our mission and vision. They may earn 1 extra point by committing to measures that promote and practically integrate environmental sustainability into their activity, as per the Venue Hire application form. Matrix score: 5 + 1 = 6

Commercial users

Commercial (for-profit) organisations, who are not EcoCentre sponsors or project partners and who score a 5 or less in the Matrix, will be charged full venue hire fees.

Venue Hire Fees

	EcoCentre affiliates	Discounted users (Matrix score 6 or more)	Commercial users (Matrix score 5 or less)
Meeting room	Fee per hour	Fee per hour	Fee per hour
• Weekday	n/a	\$44	\$66
• Weekend	n/a	\$66	\$99
Entire venue			
• Weekday	\$44	\$88	\$122
• Saturday	\$66	\$110	\$132
• Sunday	\$88	\$165	\$176

The above fees include GST.

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Booking Conditions

Bond

Affiliates do not have to pay a security bond for meeting room hire. The security bond for hiring the entire venue is \$200.

Non-affiliated groups are required to pay a security bond of \$50 for meeting room hire and \$500 for hire of the entire venue on confirmation of booking.

Subject to satisfactory condition of the premises, the bond will be returned to the user after inspection.

EcoCentre's Sustainability Commitment & Waste Management Guidelines

Every user must agree to commit to the EcoCentre's Sustainability Commitment & Waste Management Guidelines. A copy of this will be provided upon booking. Non-compliance with the guidelines may result in forfeiture of the bond or part thereof. The organiser of the event is responsible to ensure compliance of any external stall-holders involved in their event.

The EcoCentre is a non-smoking venue. If smoking outside, please dispose of cigarette butts appropriately.

Alcohol

The EcoCentre does not hold a Liquor Licence. Selling alcohol on the premises is not allowed.

Insurance

Please be advised that venue hire excludes insurance cover. We advise users to make sure they have a suitable insurance cover for the activities they want to run at the EcoCentre.

Memorandum of understanding

A written memorandum of understanding (MOU) signed by the user must be received by the EcoCentre to enable confirmation of the booking.

The EcoCentre reserves the right to refuse any potential user at any time.

Becoming an EcoCentre affiliate

If you are interested in becoming an EcoCentre affiliate, please download the Affiliate Membership application form and Statement of Benefits from our website. Feel free to contact us for more information.