



VENUE HIRE POLICY

November 2019

VENUE HIRE POLICY	VHP - 2	VERSION	November 2019
DRAFTED BY	Bel Evans	DATE OF COMMITTEE APPROVAL	November 2019
RESPONSIBLE PERSON	Executive Officer	SCHEDULED REVIEW DATE	November 2022

WHO WE ARE

The EcoCentre is a leading community managed organisation with a dedicated team of scientists, educators and volunteers who design and implement innovative environmental programs. Our expertise is Port Phillip Bay health and the urban ecology of Greater Melbourne, within the traditional lands and waters of the Kulin Nation.

We connect communities to their ecosystems in over 160 Melbourne suburbs, and work from our City of Port Phillip home located in the St Kilda Botanical Gardens.

We bring together people of all ages and backgrounds to spark solutions and inspire environmental leadership. Each year we collaborate with over 25 Affiliate organisations, 120 schools and 250 partners from business, government, philanthropy, education and research institutions. Our collective impact since 1999 has transformed the way Melbourne understands wildlife, waterways and wellbeing in the age of climate change.

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.

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.

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 WIFI. This room can accommodate a maximum of 30 people seated and 40 people standing.

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 WIFI. 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 Port Phillip City Council.

DISCOUNTED FEE ELIGIBILITY

ECOCENTRE AFFILIATE GROUPS

Affiliates are entitled to use the meeting room, kitchen facilities and bathrooms for monthly meetings at no cost and can hire the entire venue for large events or festivals at a discounted rate. Find out more about EcoCentre affiliation at <https://ecocentre.com/affiliates>

ECOCENTRE FEE-PAYING USERS ELIGIBLE FOR DISCOUNTED FEES

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 organisation and activity makes them eligible for a discounted fee.

Organisations/activities with a rating of 6 or more are automatically eligible for a discounted fee.

Organisations/activities with a rating of less than 6 do not tangibly support the EcoCentre's mission and vision and 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.

ORGANISATION TYPE	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
Government agencies (3)	8	7	6	5
Businesses, commercial and 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 or reiki practitioner (2) wanting to run a class or workshop (2) would not be eligible for the discounted fee. Matrix score: 4

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

	FEE PER HOUR (INCLUDING GST)		
	EcoCentre affiliates	Discounted users (Matrix score 6 or more)	Commercial users (Matrix score 5 or less)
MEETING ROOM			
Weekday	NO FEE	\$48	\$73
Weekend	NO FEE	\$73	\$109
ENTIRE VENUE			
Weekday	\$48	\$97	\$134
Saturday	\$73	\$121	\$145
Sunday	\$97	\$182	\$194

BOOKING CONDITIONS

BOND

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

All other venue hirers 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. Booking will be confirmed when deposit has been received.

The bond can be paid at the time of booking via cash or credit card/EFTPOS. Subject to satisfactory condition of the premises, the bond will be returned to the user after inspection.

ECOCENTRE'S ZERO WASTE GUIDELINES

All users must agree to commit to the EcoCentre's Zero Waste Guidelines as a condition of venue hire. 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.

SMOKING

The EcoCentre premises (including building and gardens) is a non-smoking venue. This includes cigarettes and electronic cigarettes (vapes). If smoking outside of the EcoCentre premises, 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.

VENUE HIRE AGREEMENT

A completed Venue Hire Agreement 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 the [affiliate membership page](#) on our website. Feel free to contact us for more information.