Room Hire Application Form and Terms and Conditions 2026

Thank you for your interest in hiring a space at Longbeach Learning and Activity Centre.

Longbeach Learning and Activity Centre (LLAC) offers six multi-purpose meeting and events spaces to hire. From events for 70 people in our light filled Activity Rooms 1 & 2 to intimate boardrooms of 6 guests in the Meeting Room 2.

LLAC is a welcoming and inclusive venue in a great location adjacent to Chelsea shops, Chelsea train station (350m) and buses with on-site car parking. Our venue and all rooms are wheelchair accessible. Our rooms are available for hire morning through to evening 7 days per week. Groups and organisations can hire regularly or as a one-off function or event. Our venue is unavailable for private parties or sales events.

Please note: All Commercial and Community Hirers must have their own Public Liability Insurance to make a booking.

Date of application: _____

Name of your group / activity:					
Contact person:					
Phone:		**Mobile:**		**ABN:**	
Email:					
Name of organisation / person responsible for payment:					
Are you auspiced by another organisation? ☐ Yes ☐ No If yes, please attach a letter of authority.					
Do you have your own public liability insurance? ☐ Yes ☐ No *If yes, please attach a copy of your current insurance details.*					
If you have answered no to the above questions all your participants will need to be a member of Longbeach Place Inc. and pay an annual membership fee. Registrations forms are available on our website or at reception.					

Date/s required:	
Room/s required:	
Time required: *Include set up & clean up time*	
Your payment method: *E.g.: Invoice, payment on the day*	
Resources required: *E.g.: Whiteboard*	
Additional expenses:	
Cost per Hour: *- To be advised -*	
Amount Due ***Add 10% GST***	

- It is a condition of use that all areas are left clean and tidy.
- Please ensure cups, plates etc. are cleared away after use and that the kitchen is left clean.
- All excess rubbish is to be taken out to our external bins.
- Blinds on all external windows to be closed after dark.
- Please turn off heaters, coolers and urns after your session unless advised otherwise.
- It is necessary to speak to staff regarding security arrangements for after-hours meetings.

IMPORTANT NOTE: It is the responsibility of the hirer that rooms are left in the same configuration as they were found. Thank you for your co-operation.

Please feel free to draw our attention to any issues you may have by phoning: 9776 1386.

Office Hours: Monday – Friday 9:00am -3pm

Cancellations: **Please advise us by phone (9776 1386) and email (reception@longbeachcentre.org.au) within 3 working days prior to your booking if cancelling, otherwise a cancellation fee may apply.**			
Please sign here:		**Date:**	

Please return this completed form to reception.

Room Information – Longbeach Learning and Activity Centre

Activity Room 1 / Activity Room 2

Capacity:	Theatre, 20 Classroom, 15	Boardroom, 15 Reception 30	Dimensions:	6m x 7m
Suitable for:	Meetings, workshops, seminars, community groups, exhibitions, and active classes			
Features:	Activity Room 1 has double doors leading to the courtyard outside. Activity Room 2 has access to full kitchen and kitchen servery window. Both rooms have hard floors with natural light, ceiling fans, reverse cycle heating and cooling. Whiteboards and Smart TV/Projector are available upon request.			
Rates:	Commercial $35.75 per hour plus GST		Community $20.40 Per hour plus GST	

Activity Room 1 & 2 (Combined)

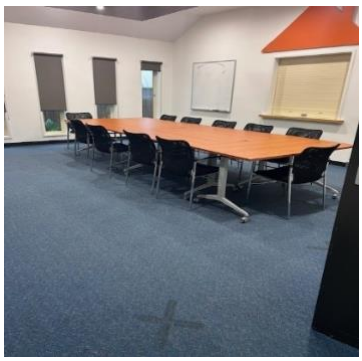
Capacity:	Theatre, 50 Classroom, 30	Boardroom, 15 Reception 70 Banquet 40	Dimensions:	12m x 7m
Suitable for:	Meetings, workshops, seminars, community groups, exhibitions, and active classes			
Features:	Hard floors with natural light, ceiling fans, reverse cycle heating and cooling, access to full kitchen and kitchen servery window. Whiteboards and Smart TV/Projector are available upon request.			
Rates:	Commercial $66.40 per hour plus GST		Community $35.75 Per hour plus GST	

Combined Activity Room 1&2

Combined Activity Room 1&2

Meeting Room 1

Capacity:	Theatre, 20 Classroom, 15	Boardroom, 15 Reception 20	Dimensions:	6m x 4m
Suitable for:	Community group meetings, board meetings and AGMs			
Features:	Carpeted room with natural light, direct access to kitchen. Whiteboards and Smart TV/Projector are available upon request.			
Rates:	Commercial $35.75 per hour plus GST		Community $20.40 per hour plus GST	



Meeting Room 1

Meeting Room 1

Computer Room

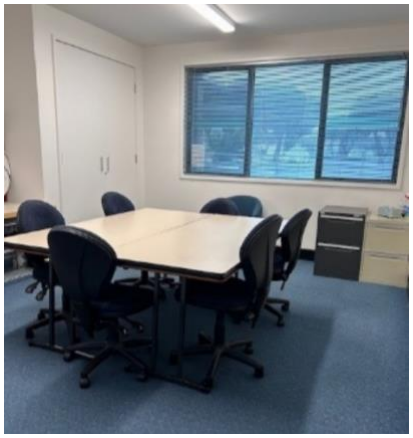
Capacity:	11 Classroom (10 students on laptops + 1 teacher)	15 Classroom (no laptops) 20 Theatre	Dimensions:	5m x 5m
Suitable for:	PC classes, smaller workshops, and seminars			
Features:	Carpeted room with natural light. Have access to courtyard outside. Whiteboards and Smart TV/Projector are available upon request.			
Rates:	Commercial $66.40 plus GST (rate includes hire of 10 laptops) $45.95 per hour plus GST (not including laptops),	Community $45.95 per hour plus GST (rate includes hire of 10 laptops) $30.60 (not including laptops)		

Computer Room

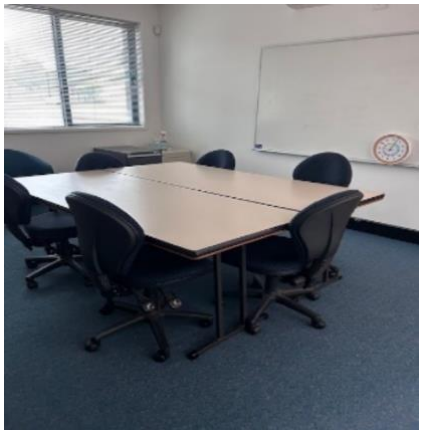
Computer Room

Meeting Room 2

Capacity:	Theatre, 10 Classroom, 6	Boardroom, 8	Dimensions:	6m x 4m
Suitable for:	Small intimate classes or business meetings.			
Features:	Carpeted room with natural light. Whiteboards and Smart TV/Projector are available upon request.			
Rates:	Commercial $25.55 per hour plus GST	Community $15.30 per hour plus GST		



Meeting Room 2



Meeting Room 2

Oakwood Room 5

2412	Theatre, 50 Classroom, 30	Boardroom, 15 Reception 70 Banquet 40	Dimensions:	12m x 14m
Suitable for:	Meetings, workshops, seminars, community groups, functions & social gatherings			
Features:	Hard floors with natural light. Have access to North facing outdoor areas. Whiteboards and Smart TV/Projector are available upon request.			
Rates:	Commercial $66.40 per hour plus GST		Community $35.75 per hour plus GST	
Availability	Weekdays from 5.30pm onwards, All day on Weekends			
Venue Facilities	Comfortable and spacious building with wheelchair access, heating and cooling, fully equipped kitchen, bathrooms, free off-street parking, safe fenced outdoor areas, conveniently located to public transport.			

Oakwood Room 5

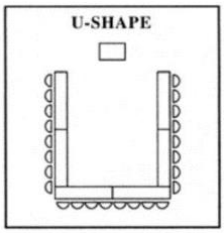
Oakwood Room - Courtyard

Room Set-Up Examples

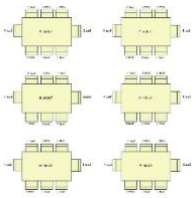
Reception
Stand-up
social function

Theatre

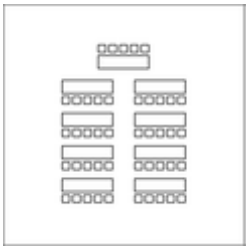
U Shape



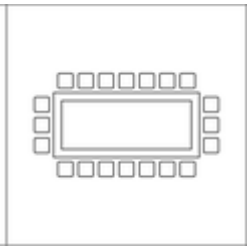
Banquet



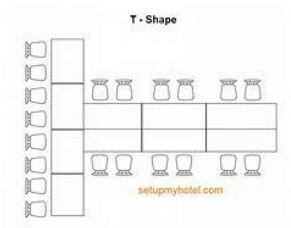
Classroom



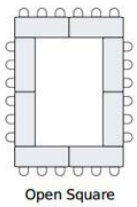
Boardroom



T-Shape



Open Square



We encourage you to view the rooms and facilities at the centre if you wish to book a space.

Conditions of Hire
A venue hire contract is required to be signed which includes specific terms and conditions in relation to conditions of use.

For availability or further information on hiring our facilities please contact us on (03) 9776 1386 or reception@longbeachcentre.org.au

HIRE TERMS AND CONDITIONS

Access

Longbeach Learning and Activity Centre office hours are 9.00am – 3.00pm Monday to Friday. The doors are automatically locked at all other times. A Centre staff member may not always be available onsite. A nominated person is required to arrange an appointment and attend the Centre during business hours to organise centre access.

The following document outlines the general terms and conditions of any hire arrangement.

- Priority is given to local community and not-for-profit groups.
- We recommend you visit the venue to determine if the space is suitable for your purpose before submitting a form. To do so, please contact us on 03 9776 1386 or email: reception@longbeachcentre.org.au to arrange a time to visit.
- The request (or nominated individual representing an organisation) must provide an insurance Certificate of Currency (Public Liability Insurance Policy)
- Your request is not complete until you receive an email confirmation from the Centre.

Booking time and use of space

When a space is hired, the booking time requested must allow a sufficient amount of time for set-up, pack-up and cleaning. Please note, in the event that a space is vacated earlier than the agreed conclusion time, no refunds or time credits will be issued. Hirers may only use the area that has been booked. The Centre reserves the right to book any other portion of the building at the same time as other bookings.

Breaches

Any Hirer found in breach of these terms and conditions, including not maintaining the condition of the venue or excessive noise, is liable to be expelled from the venue.

Cancellations and alterations to hire:
By the Centre

The Centre reserves the right to cancel bookings at any time.

By the Hirer

Hirers are required to provide at least seven (3) days written notice for all booking cancellations or alterations. To notify of an alteration or cancellation please email the Centre reception@longbeachcentre.org.au

Failure to comply may result in your organisation or nominee incurring the costs of hire.

Refusal to hire

The Centre may refuse to hire on reasonable grounds at its own discretion.

Catering

The Centre does not provide catering or recommend a catering business to the Hirer. Should the Hirer require catering, they must arrange this directly with a catering provider. It is highly recommended that the Hirer arranges catering to be delivered at break times to keep fresh. All food and drink must be stored in containers provided by the Hirer or caterer.

Code of Conduct

Hirers and their guests are required to comply with all current laws, regulations and policies. All people at the Centre are to be treated with dignity and respect. No smoking, vaping, alcohol, spitting, obscene or insulting language, disorderly behaviour or damage to property is permitted in the Centre. Disrespectful, offensive or abusive language and behaviour will not be tolerated. Individual(s) displaying this behaviour will be required to leave the premises and may be denied access to the Centre as a result of such behaviour. Any illegal behaviour will result in immediate expulsion from the venue, may incur a fine and all illegal activity will be reported to Victoria Police.

Damage, theft or loss

The Hirer is responsible for the costs of repairing damage to the building, fixtures, fittings and contents (fair wear and tear accepted). Floors, walls, curtains or any other part of the building or any fittings or furniture, must not be broken, scratched or damaged in anyway. Nails and screws may not be used. No notices, signs, advertisements are to be affixed to the walls, doors, fittings or furniture or any other portion of the venue without the prior written consent of the Centre.

Disputes

In the event of any dispute or difference arising as to the interpretation of these terms and conditions, or of any matter or thing contained in the document, the decision of Council shall be final.

Hirer's responsibilities

The Hirer is responsible for:

- Ensuring the space is left clean and tidy, ready for the next Hirer.
- Cleaning up any spillages from tables, chairs, walls and floors.
- Returning furniture and equipment to original positions.
- Cleaning down all surfaces, equipment or appliances used.
- Turn off heating/cooling and lights before departure.
- Disposal of all rubbish.
- Ensuring the building is secure both during and at the completion of hire.
- Ensure you exit the building before the end of your approved hire period.
- Providing their own first aid kits.
- Any additional after-hours service fees incurred by the hirer.

Extra charges may be incurred if heating cooling or lights are not turned off. A cleaning fee may also be charged if the space is not cleaned and rubbished disposed of. No other cleaning products are provided. It is the responsibility of the Hirer to supply cleaning products and additional cleaning items for the hire period.

Indemnity and insurance

Indemnity

The Hirer agrees to indemnify and to keep indemnified, Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer's behaviour or purported behaviour of its obligations under the agreement to hire a space at the Centre can be directly related to the negligent acts, errors or omission of the Hirer. The Hirer's liability to indemnify Council shall be reduced proportionally to the extent that any act or omission of Council, its servants or agents, contributed to the loss or liability.

Induction

A nominated person is required to arrange an appointment to meet with Centre staff during office hours for an induction prior to the commencement of room hire.

Injuries and near misses

Any injuries/near misses must be reported to the Centre via email, as soon as possible with all detail including (type of incident, details of incident, date, time, location in the building, equipment and causation factors, facilitator and injured party's contact details). This will enable Centre staff to lodge an Incident and Hazard Report and follow up as applicable/required. Please email: reception@longbeachcentre.org.au

Kitchen/Kitchenette facilities

The Centre has a kitchenette available for use by hirers. The Hirer shall leave the kitchenette space including fixtures, appliances and utensils, in a clean and tidy condition. All rubbish, refuse and wastewater must also be immediately removed. If this is not done, the Centre reserves the right to charge the hirer for any extra charges incurred.

Payment of venue hire fees

Venue hire fees are charged in accordance with the Centre room hire rates. Prompt payment is required as outlined in the billing information. Invoices will be sent by email to your nominated email address.

Protection of floors

Hirers must protect the floors from stains, scratches or other damage by covering the floor with suitable floor coverings approved by the Centre.

Right to access

Authorised Council Officers, Volunteers and Contractors are entitled to free access to any and every part of the Centre at any time.

Supervision of children

Children are required to be adequately supervised at all times. The Centre asks that you are mindful of others in the building.

Storage of equipment

No personal property or property belonging to a Hirer may be stored in a Council venue without the prior written consent of the Centre. A cost may apply to storage. Any such consent is subject to the Hirer accepting full responsibility for any loss, damage or misuse of the equipment. The Centre does not accept any responsibility for losses or damage, irrespective of the circumstances.

After Hours Contact:

Centre staff are not contactable after business hours.

Privacy Collection Statement

LLAC is collecting the information on this form is for the purpose of registering and administering your request. The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to sign and return this Agreement your booking will not be confirmed.

I acknowledge that I have read and understand the terms and conditions as outlined:			
Please sign here:		**Date:**	