



Booking an activity/event at SAC

Under the Mornington Peninsula Shire conditions for the Sorrento Portsea Senior Citizens Centre Inc. (SPSCC) to use the Sorrento Activity Centre (SAC), only SPSCC Members or Activity Groups may book SAC for events and activities.

Bookings for the establishment of a new activity group, additional regular sessions or for a one-off activity group meeting do not require a booking form. Such requests should be made to the Bookings Officer via the SPSCC email address – info@sorrentoactivitycentre.org

For all other bookings:

1. Read “Conditions of Use of Sorrento Activity Centre”.
2. Complete the booking form.
3. Make sure your application is signed and dated.
4. Lodge the form with the Bookings Officer. All bookings must be approved by the committee. NOTE that the committee meets in the first week of the month so applications must be lodged at your earliest convenience for action.
5. The date of your event/activity will be tentatively held pending receipt of all relevant documentation. Once the booking is approved, you will be advised by the Bookings Officer.
6. If you have any questions about the booking form or your event/activity contact the Bookings Officer.

Conditions of Use of Sorrento Activity Centre

1. Users

Under the Mornington Peninsula Shire conditions for the Sorrento/Portsea Senior Citizens Centre Inc. (SPSCC) to use the Sorrento Activity Centre (SAC), only SPSCC members or activity groups may book SAC for events and activities. Bookings for the establishment of a new activity group, additional regular sessions or for a one-off activity group meeting do not require a booking form. Such requests should be made to the Bookings Officer via the SPSCC email address – info@sorrentoactivitycentre.org

2. Bookings

Where required, bookings for use of SAC must be made on the Booking Form and submitted to the Bookings Officer.

3. Confirmation of booking

On application you will be advised that the date of your booking has been provisionally held pending all documentation being received. On receipt of all relevant documentation your booking will be confirmed by the committee. The committee meets once a month, usually in the first week, so you must apply in good time for the relevant documentation to be obtained and approval given.

4. Use of Hall Equipment

Only competent persons may operate equipment located in the SAC.

5. Food and Alcohol

Alcohol may **not be sold** within the hall or grounds of the SAC. SPSCC holds the relevant licence to serve alcohol but not to sell it.

Food may **not be sold** at any function/event staged at SAC without a prior written permit from the Shire.



SPSCC will arrange for the relevant permits and obtain evidence of the relevant certification on your behalf as necessary. You will be required to provide full details of the person/company who will be selling the food.

It is recommended that you obtain full information from the Bookings Officer before submitting your application.

6. Piano

The SPSCC piano must not be moved from its location and no piano shall be brought into the building without the permission of the SPSCC. Any authorised movement of pianos shall be done under the supervision of the SPSCC. Upon the return of the piano to its original position, the SPSCC shall arrange for the retuning of the piano.

7. Cleanliness

The user is responsible for leaving SAC in a clean and tidy state, and shall remove all rubbish, refuse and waste matter. All kitchen items used are to be washed dried and put away. Ensure the benchtops, stove top, oven and griller are clean. Do not leave left-overs in the fridge. Turn the constant hot water unit off.

Members seeking to use SAC for events going over several days, must discuss with the Bookings Officer, basic cleaning required to be undertaken by them during the event.

8. Decorations and Stage Fittings

No stage property, decorations, electric lighting, naked lights of any kind or articles of similar nature shall be brought into the building without the consent of the SPSCC. All such articles and property together with any catering appliances or fittings brought into the building shall be removed by the user at the end of the event.

9. Getting In and Getting Out

9.1 Scenery, properties and accessories pertaining to any booking will not be permitted in the hall earlier than the first day of booking.

9.2 Scenery, properties and accessories shall be cleared from the hall on the final day of the booking.

9.3 In exceptional circumstances, paragraphs 9.1 and 9.2 may be modified by agreement in writing with the SPSCC.

10. On Leaving

On leaving SAC the user is responsible for:

10.1 Returning chairs/tables to their stored position

10.2 Turning all lights off – especially checking that the external carpark lights are OFF (adjacent to kitchen outside door)

10.3 Closing all windows

10.4 Closing all curtains and blinds

10.5 Turning off heating, cooling and fans

10.6 Checking that all external doors are locked

10.7 Returning the external door key to the key safe (ensuring the combination is scrambled)

11. Supplies

Any shortages of supplied items, including First Aid items, should be advised in the first instance to the Secretary.