

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6.00am-							
6.30am-							
7.00am-							
7.30am-						Men's Yoga	
8.00am-						McCormack	
8.30am-							
9.00am-	Bridge	Yoga					
9.30am-	Club	Christine			Cool		
10.00am-		Kozcan			Connections		
10.30am-							
11.00am-							
11.30am-							
noon-							
12.30pm-							
1.00pm-					Ali Dean		
1.30pm-							
2.00pm-		Bridge		Bridge		Bridge	
2.30pm-		Club		Club		Club	
3.00pm-							
3.30pm-							
4.00pm-							
4.30pm-							
5.00pm-							
5.30pm-							
6.00pm-							
6.30pm-							
7.00pm-							
7.30pm-							
8.00pm-							
8.30pm-							
9.00pm-							
9.30pm-	closed						
10.00pm-	cleaning						
10.30pm-							

# Application for the hire of the YMP under the lessee Coolum Bridge Club

02-23

**Before completing this application, it is best to ring our facilitator, Julie Terrason (0429 799 759) to determine that your desired timeslot is available.**

**1(a)** What is the name of your organization?

.....

**1(b)** Who are the responsible people?

Name#1 .....Email .....Ph. ....

Name#2 .....Email .....Ph. ....

**1(c)** What is the purpose of use?

.....

**1(d)** How many people do you envisage being in the YMP? .....

**1(e)** How frequently do you wish to use the YMP? .....

**1(f)** Are you seeking to store equipment at the YMP? If yes, provide details. Space is limited and at the hirer's risk.

.....

**2..** In which timeslot would you like to hire the YMP? Try to provide a choice showing your preferences. A table showing permanent existing hirers can be provided to you. These bookings cannot be moved.

.....

.....

**3..**Do you hold Public Liability Insurance accepting liability for your use of the hall? \$5 million dollar cover is required. If yes, please submit a copy of your Certificate of Currency

.....

**4..**Do you have any other requirement?

.....

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**Name of Group:-** . . . . .

**Responsible Person:-** . . . . .

**Caring and Sharing Policy**

All groups making use of the YMP must accept the following Caring and Sharing Policy.

We agree to care and share for :-

- The building, its environs and the facilities provided
- The needs and welfare of all groups

**Part A..We agree to care and share for the building, the environs and facilities provided by:-**

- (i) Caring for the floors by moving chairs, tables and equipment so that there is little chance of damage. If the six setup tables used for bridge need to be shifted, they will be returned to their usual places before leaving the building. Hiring groups are welcome to use all tables and chairs in the building.
- (ii) Respecting the beautiful areas around the building and parking only in the designated parking spaces. The bitumen and grassed area to the North of the YMP belongs to the Palmer Resort and is not available for parking.
- (iii) Always leaving the kitchen clean and tidy with utensils, crockery, cutlery etc washed, dried and put away. Sharing the fridge space as agreed, and always labelling your own goods and removing outdated consumables.
- (iv) Checking and cleaning the toilets if necessary before leaving
- (v) Placing equipment used in your designated areas. Storage space at the YMP is very limited. Hirers leaving items at the YMP do so at their own risk and by arrangement with the Coolum Bridge Club facilitators.
- (vi) Removing all rubbish to the bins provided by council. If bin space is insufficient, it is the responsibility of hirers to remove the excess. (A fee may be imposed if this is not done.)

**Part B..We agree that every group needs to be respected and valued and that all groups will act to accomplish this in a sharing manner by:-**

- (i) Having a friendly approach and realizing that not all difficulties will be solved immediately
- (ii) Always leaving the YMP on time.
- (iii) Only permitting people associated with the hirer to enter the YMP unless previously agreed by the hirer. It is the responsibility of the hirer to ensure this.
  - Exceptions
    - (a) A bridge club member assisting a group with the use of the YMP

- (b) A bridge club member performing housekeeping duties
- (c) A bridge club member performing management tasks in the office or attending to grounds.

(iv) Checking with the needs of the hirers before and after you to ensure a smooth changeover.

(v) Hirers may invite members of other hiring groups to join their activities and thus develop a more understanding and sharing relationship.

### **Part C..Sorting Things Out**

(i) Nominate a member of the hiring group to be the contact for any other groups to try to find an approach to any matter that needs resolving.

(ii) If the problem still exists after (i), contact the Community Liaison Officer, Maggie Murray of the Coolum Bridge Club. Email [info@coolumbridgeclub.com](mailto:info@coolumbridgeclub.com)

(iii) If the problem has not been solved, there will be a mediation conducted by our qualified and practiced mediator, Pat Feeney. She is also a member of the Coolum Bridge Club.

(iv) If none of these processes have resulted in an acceptable outcome, the council will decide the matter according to its lease conditions.

### **Part D..General Information**

(i) Rent is \$20 per hour for not-for-profit organizations. Costs may be adjusted for other groups and will be subject to annual reviews. Methods of payment are identified in a separate document.

(ii) Each hirer using the hall must have their own Public Liability Insurance and supply a Certificate of Currency. A minimum limit of \$5 million Liability Insurance is required.

(iii) There is a no smoking and no alcohol policy as required by Council (exceptions may be made for not-for-profit organizations to hold a special event)

### **Part E..Gaining access to the YMP**

Key information, security PIN and air-conditioning information will be provided to accepted hirers.

### **Part F..Booking arrangements**

These will be explained to successful hirers and displayed on a noticeboard in the hall.

# Payment Options for Hiring the YMP

13-02-23

- Coolum Bridge Club ABN: 54 678 089 073
- Email is [info@coolumbridgeclub.com](mailto:info@coolumbridgeclub.com)
- **Preferred Option:** - *Payment Details for Direct Deposit*

**Bank:** Suncorp

**Name:** Coolum Bridge Club

**BSB:** 484 – 799

**Account** 040829684

**Ref:** Your Name / Organization & date YMP was used

- **Alternate Option**

Payment by cheque through Australia Post.

Send your cheque with details and date YMP used to

The Treasurer

Coolum Bridge Club

P.O. Box 439

COOLUM BEACH Q4573

# Routine for Lock Up of YMP

07-11-23

- Ensure kitchen is clean and dishwasher is on if need be,
- Turn off urn, pull out plug
- Turn off water cooler
- Turn off air conditioners
- Ensure all windows are shut including toilets
- Turn off all lights. Check that toilet lights are off also
- Bring all door mats inside building
- Utilize the correct bins. Red lid is rubbish. Yellow lid is recycle.
- Lock front door by turning key lock with end of key then pushing steel bolt through and completing the locking process by turning.
- Ensure all people have left the building before entering security number in key pad
- Lock the main back door as you leave. Ensure the handle is in the down position and the tongue is raised. Bring the moving door to the fixed door and note that the inside handle has raised and the doors are locked together. Check!
- On occasions, entry and exit to the YMP may be via the front door only. When this is required, the gold key only will be required. The keyhole is to the right hand side of the door at waist height. Turn the key slightly to open the door. When exiting finally using this door, make sure that the internal key position is on "Lock". Move to the outside and the door should close permanently. Check!

# Signatories Declaration for Hiring the YMP

07-11-23

Name of Group:- .....

## Responsible Person #1

Name:- .....

Phone:- .....

Email:- .....

## Responsible Person #2 if relevant

Name:- .....

Phone:- .....

Email:- .....

I/we undertake to abide by “The Caring and Sharing Policy” and the “Hiring Arrangements” document for hiring the YMP

Signature #1.....

Signature #2.....