

Centre Management Booking Practice

In order to ensure fairness and equity to all users of the space, the Hillview team curates the bookings in a consistent approach using the Centre Management Practice in line with the vision of the Hillview ICC.

The Hillview Intercultural Community Centre vision is to enable our diverse community to thrive by creating a place where people from all backgrounds can come together to connect with each other, share their culture, learn new skills, and access opportunities that help them to reach their potential.

Bookings at Hillview should demonstrate alignment with the Centre vision.

Hillview hire booking that will not be approved

- Any activity deemed to pose a risk to vulnerable individual/group/communities,
- Activity containing advice or service that should be provided by a professional facilitator or licensed practitioner
- Regular religious activities
- Birthdays/wedding/graduation, family celebration etc.
- Any activity, event or program that contravenes Council's existing policies or values;

Venue booking frequency

A Group/organization and /or individual can host at Hillview ICC a maximum of:

- One event per school term
- Two regular recurring programs (one peak and one-off peak period) depending on availability. Booking requests during peak periods will be assessed based on frequency and demands. Each booking applies to one room only.
 - *Peak period: Thursday evening to Sunday afternoon*
 - *Off peak period: Sunday evening to Thursday afternoon*

Regular bookings will not be booked for more than a term and extended for an additional term. Exceptions may be made on availability of space and usage approved by the Manager.

*Use of more than two rooms for the same day and time will not be approved with the exception of one-off events and will be subject to availability.

