

CALM COLLABORATIVE

CREATING EMPOWERED, CONNECTED AND
RESPECTFUL COMMUNITIES

FACILITIES INFORMATION GUIDE & FEE STRUCTURE

Leo Lewis

The Boulevarde

BBYCC



CALM Inc.

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www.calm.org.au

49503888

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ABOUT US

CALM is a well-respected for purpose community organization who have worked with the Lake Macquarie community since 1986. Our mission is to 'provide programs, services and an effective voice to empower children, families and young people to flourish within their community'.

Our team work hard to ensure our values of Respect, Collaboration, Dignity, Ethical Behaviours, Social Justice and professionalism are upheld. 'CALM Collaborative' embeds our mission and values whilst also provides financial assistance from operating community facilities for local service providers and the community to share.

Each site has a COVID Safe plan. In our current climate it is a condition of hire that all groups using our facilities have their own COVID Safe plan in place as well.

We operate facilities at our brand new head office 'Leo Lewis', 'The Boulevard' Toronto, and Bonnells Bay Youth & Community Centre (BBYCC). All of our facilities can be booked for permanent office use, one-off or regular hire. Our facilities are fully furnished and fully serviced including Wi-Fi giving a range of opportunities for like-minded community organisations and business enterprises to collaborate in a shared space. Our desire is to facilitate the use of these facilities with and for the community.

We invite you to explore each of our facilities in this booklet and contact us with any enquiry. We look forward to working with you as a part of the Lake Macquarie community.

Sheena Harvey (CEO)



Leo Lewis

1/6 Leo Lewis Close Toronto



Join CALM at our brand new head office! We have 3 individual consultation rooms, meeting room and a small group space for hire on a casual or permanent basis. This new, modern space is ideal for community minded organisations looking for a safe space to see clients.

'Leo Lewis' is fully furnished, secure and serviced including WiFi access. With no hidden costs or lease commitment is a true collaborative space where hirers are encouraged to work with CALM to better service the children, families, young people and West Lake Macquarie Community.



Leo Lewis

Consultation Room



Each Consultation Room is equipped with a small lounge, single chair, speaker, air purifier, WiFi and Reverse Cycle Air conditioning. These private spaces are ideal for clinicians wanting to meet in a safe, confidential space without the major overheads. Available for causal or permanent hire during business hours.

Meeting Room

Set up a Board Room this space includes a corporate table and seating for 10 people, video conference and presentation facilities (photo taken pre installation), speaker, air purifier, tea and coffee making facilities, WiFi and Reverse Cycle Air conditioning. Leo Lewis Meeting Room is ideal for meetings, small groups or educational training. Available for causal or permanent hire during business hours.



Leo Lewis

Group Space



A flexible space to set up as you need, our Group Room is ideal for active groups, programs or educational training. This space can be completely open with multiple exit points or use our privacy screens to create a more private space for your group (photo taken pre installation). Equipped with 4 tables, 20 chairs, video conference, presentation, speaker, bathroom, baby change facilities, tea and coffee making, WiFi and Reverse Cycle Air conditioning. Available for casual hire during business hours only.

'Leo Lewis' Hire Fees- 2022

Consultation Room- \$20/ hour or \$60/ space/day

Meeting room -\$30/hour or \$100/ day

Group Room- \$30/ hour or \$150/ day

Administration Fees

After hours Key Deposit \$50.00/ key & Bond \$300.00 (Refundable) * subject to approved use

Misuse of Safety Equipment \$100

Cleaning Fee \$50.00/ hour If left in unsatisfactory state & \$120.00/ hour If full clean required

Security- \$150.00 (Emergency callout, alarm misuse)

Leo Lewis hire inclusions

On site staff

Tea coffee facilities

Reverse cycle air conditioning

Air purification

WiFi

Secure facilities

All gender and disabled bathrooms

Baby change table

Fully serviced weekly clean

Fully furnished



Hire Expectations

COVID Safety

- All our Collaborative facilities have a registered COVID Safe Plan
- Every permanent hirer must provide a copy of your COVID Safe Plan as a condition of hire.
- You must not attend any of our facilities if you are unwell or experiencing flu like symptoms. Every hirer must ensure sanitiser is available on entry
- Every hirer must ensure touch points are disinfected at start and end of daily use.
- Hirers must contact CALM Administration if supplies such as soap, sanitiser, wipes or paper towel are low and not wait until they run out.
- Our CEO must be contacted immediately on 0417682607 should a confirmed case attend our facilities.

On Arrival

- Please check the venue is in clean and tidy condition. If there are any concerns please take photographs and contact CALM on 49503888 or admin@calm.org.au.
- Use your provided Key or Access Code to unlock the main door to the venue.

Upon entry disarm the alarm using the code provided in your confirmation email

- Courtyard gate keys are located on a key hook to the top rear door.

Cleaning

- Hirers are required to set up, pack up and clean up ready for the next booking.
- Hirers are required to provide their own supplies for day to day cleanliness.
- Whole of facility cleaning is scheduled weekly and is included in hire cost.
- Ensure all rubbish taken to the wizbin on exit and that new bin liners have been placed in bins
- All breakages sustained during the Hirer's use of the Centre must be reported to CALM on 49503888 or admin@calm.org.au

Storage- If hirers require access to a locked cupboard for storage please contact CALM to make arrangements. There is limited storage access available on sites

Cancellation- For permanent hires we respectfully request 90 days notice to cancel.

Smoking, Drug & Alcohol use

- All our facilities are a non-smoking, including in the grounds of these venues.
- Drug Use is strictly prohibited at all facilities. Notification of drug use will result in immediate cancellation of bookings, forfeit of the hirers bond and a report to Police.
- Alcohol use is permitted at CALM venues for 18years+ hirers with proof of the appointment of security guards for celebrations. Any security breach, call out or additional cleaning will incur additional fees

Emergencies

- In case of an emergency call 000. **There are no landline phones at facilities.**
- Each centre is equipped with fire extinguishers and blankets. Please familiarise yourself with the evacuation procedure which can be found in each room. Improper usage of this equipment will incur a fee.
- If any incident occurs on the premises during the hire period that requires the attendance of Police, Ambulance, NSW Fire, SES or urgent repair the hirer must contact CALM immediately on 0417682607 after contacting the appropriate emergency service.



Ready to book a collaborative?

Call CALM Administration on 49503888 or admin@calm.org.au with any questions, to discuss values alignment or to book a tour.

To complete a Booking;

- Download our Booking Agreement and Term& Conditions at www.calm.org.au
- Read, complete, sign and return the Booking Agreement and Terms & Conditions to confirm you agree with conditions.
- For our online Booking System go to <https://calm.org.au/collaborate/>

OR email admin@calm.org.au OR Phone 49503888

Once you return your Booking Agreement a staff member will contact you to:

- Confirm or decline your Booking Request
- Confirm the pricing details and issue your invoice
- Request a signed copy of the Booking Agreement and Public Liability Certificate of Currency (\$20 Million) and a copy of your COVID Safe Plan.

At the start of the week of your booking we will:

- Confirm that your invoice has been paid in full
- Provide you with access codes and keys to the facility
- Provide a copy of this guide for your centre induction

At completion of your booking we will;

- Confirm keys have been returned and the facility has been left in a clean and tidy manner
- Refund your Bond if all conditions have been met, or provide details of additional fees required to be removed from your bond as per the Booking Agreement and Fee Structure
- Send you a link to our survey so that you can provide feedback on your experiences with our booking system, facilities and any improvements we can make to our Collaborative

Need More Information?



Check out our hire documents:
Hire Terms and Conditions
Facilities Information Guide and Fee Structure
Facilities Hire Agreement (pdf)
Give us a call on (02) 4950 3888
email admin@calm.org.au
or www.calm.org.au