

North Sydney Community Centre

Venue Hire

Please call 9922 2299 to confirm availability and fill in form below and email to info@northsydneycentre.com.au

APPLICANT'S DETAILS (must be over 18)

Contact Person
Company Name
Mailing Address
Phone Mobile
Email

HIRE DETAILS

Access to the venue is not permitted outside times and dates booked. Minimum booking of three (3) hours for parties with access to the playground. Minimum booking of two (2) hours for meetings, workshops and seminars. We allow 30 minutes before the booking period begins to set up and 30 minutes at the end of the hire period to pack/clean up. For longer set up/pack up times normal room hire charges apply.

Hire Date Time to
Room You Wish To Hire Number of guests (incl children).....
What are you intending to use the room for? Please describe your group or activity.....

PUBLIC LIABILITY INSURANCE

The HIRER must have current public liability insurance of ten million dollars (\$10,000,000). A certificate of currency must be provided. Casual insurance for community based hirers is available from North Sydney Council. All 'casual hirers' must complete the appropriate insurance application form as provided by North Sydney Council and submit it with payment to North Sydney Council prior to the booking date. (See Terms and Conditions)

EQUIPMENT INCLUDED (subject to availability - specify number needed on dotted line)

Trestle Tables (75 x 180cm)..... Children's Tables (60 x 120cm) Adults' Chairs Children's Chairs
 Whiteboard Lectern Hot water urn Portable stereo (includes CD player, compatible with iPod & iPhone)

Please notify us if you are a registered not for profit.

PLEASE ADD ANY SPECIAL REQUIREMENTS:

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Yes, I have read and accept the Terms and Conditions

SIGNATURE:

DATE:

TERMS AND CONDITIONS OF HIRE

1. APPLICATION FOR HIRE - A completed application form must be provided for all bookings. The HIRER is to abide by any reasonable direction given by the CENTRE. The HIRER is responsible for ensuring that the number of persons in attendance does not exceed the maximum allowable. The HIRER is responsible for the conduct of those attending the function.

2. CONFIRMATIONS - All applications are subject to an approval process. The CENTRE reserves the right to move a booking to a different room within the CENTRE where the new room offers the same or better facilities than the original. The CENTRE retains the right to refuse any application for venue hire. If an application has been refused any money held by the CENTRE will be refunded. Applications are not confirmed until a deposit of 30% of the full hire fee is received. This deposit is NON REFUNDABLE. The balance of the hiring fee and any associated costs must be paid seven (7) working days prior to the function.

3. CANCELLATIONS - All booking cancellations must be received IN WRITING to the Venue Manager. No verbal cancellations will be accepted. In the event of a cancellation by the HIRER, a percentage of the full booking charges will be forfeited by the HIRER as follows:

- No notice given and not appearing on the hire date: 100% of fee is forfeited.
- 24 hours or less before the hire date: 100% of fee is forfeited.
- Between 1 - 7 working days before hire date: 50% of fee is forfeited.
- More than 7 days: you will be refunded 100% of the fee less the 30% booking deposit.

4. KEY - If you require a key to the FACILITY you must sign a Credit Card Authorisation Form. You must return the key within three (3) working days of the function or you will be charged a \$60 fee. The CENTRE will provide you with a security code to operate the alarm system.

5. INSURANCE - All HIRERS must have Public Liability Insurance. It is possible to obtain 'casual' insurance through North Sydney Council (see Public Liability Insurance for Hirers form). A 'casual hirer' is defined as 'a hirer of Council facilities on no more than a total of ten (10) days over any twelve (12) month period.' The insurance is subject to an excess of \$2,000 on any claim (to be met by the HIRER). Inappropriate behaviour of the HIRER may void the insurance. Incorporated Bodies, Clubs, Associations and commercial hirers are required to have their own insurance and must supply a copy of their insurance certificate.

6. RUBBISH AND CLEANING - The FACILITY must be left clean and tidy and any rubbish removed. You must take your rubbish and recycling with you. The CENTRE reserves the right to deduct monies from the bond or invoice the HIRER if the FACILITY is left in an untidy condition. On your departure, all doors and windows must be closed and secured, heating and fans switched off and the main lights switched off. If you are the last group to leave the FACILITY, switch off main lights at the grey panel under the alarm pad in the hallway.

7. DAMAGE TO FACILITY - The HIRER is responsible for loss or damage to the CENTRE'S equipment and facilities. The CENTRE reserves the right to determine the cost of any damages outside that which is normally expected following the use of the FACILITY. No nails, pins, balloons or posters are to be affixed to the walls. No balloons or streamers are to be attached to the fans. No helium balloons inside.

8. ALCOHOL CONSUMPTION AND SMOKING - Alcohol cannot be sold on the premises. The HIRER must ensure that:

- No person under the age of 18 years shall be served alcohol or allowed to consume alcohol on the premises.
- Extreme caution is to be taken with beverages in aluminium cans or glass bottles to avoid damage to wooden floors or the rest of the FACILITY.
- The CENTRE is a non-smoking building. Smoking is banned in enclosed public areas in NSW under the Smoke-Free Environment Act 2000 in public playgrounds and within 10 metres of children's play equipment.

9. CHILDREN - Children on the premises (including playground) are to be supervised at all times by a responsible adult. The HIRER must ensure that children are not placed at risk upon entering or leaving the CENTRE building or grounds. Children are not permitted in the kitchen.

10. FIRE SAFETY - FALSE ALARM FEE \$1500. Fire exits are to be kept clear at all times and fire regulations strictly adhered to. Corridors and foyers are to be kept clear at all times. NORTH SYDNEY COMMUNITY CENTRE IS A NON SMOKING BUILDING. THE USE OF SMOKE MACHINES IS NOT PERMITTED ON THE PREMISES, as they will activate the smoke alarms.

11. EMERGENCIES - The After Hours Number in case of emergency - **0411 597 705**. It is a HIRER'S responsibility to call our After Hours Number should any emergency arise. Complaints can be emailed to info@northsydneycentre.com.au. The CENTRE cannot be held responsible for the damage or loss of equipment left on the premises. To be fair to all HIRERS, it is essential that booking times be strictly adhered to. Any hirer overstaying their confirmed booking time will be asked to leave and will be invoiced for the extra time.

You are welcome to visit the Centre at any time during business hours.

Business hours are: Monday - Friday from 10:00am to 6:00pm

Please contact the office to arrange an appointment.

220 Miller Street North Sydney 2060

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E info@northsydneycentre.com.au

