



## Venue Hire Terms & Conditions

### 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 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 the **full hire fee** is received.

### 3. Bond

A bond of \$150 is payable at the time of booking to secure the venue hire. The bond will be refunded within 14 business days following the hire date, provided that:

- All conditions of hire have been met; and
- Any issued keys have been returned (if applicable).

You will receive an email confirming when your bond is ready to be refunded. Please then contact the centre to arrange the refund.

The Centre reserves the right, at its sole discretion, to retain part or all of the bond if the hirer fails to comply with the conditions of hire. This includes, but is not limited to, circumstances such as:

- Overstaying the agreed hire period;
- Repairs or costs associated with damage to the property or equipment;

#### **North Sydney Community Centre**

220 Miller St, North Sydney NSW 2060

(02) 9922 2299

[venue@northsydneycentre.com.au](mailto:venue@northsydneycentre.com.au)

[www.northsydneycentre.com.au](http://www.northsydneycentre.com.au)

- Additional cleaning required beyond what is considered reasonable.

#### **4. Cancellations and/or Adjustments**

All booking cancellations must be received in writing by the Venue Coordinator. No verbal cancellations will be accepted. In the event of a cancellation by hirer, a percentage of the full booking charges will be forfeited as follows:

- More than 14 days before the hire date: 30% is forfeited, and you will be refunded the remaining amount for your venue booking.
- Between 8 to 14 working days before the hire date: 50% of the full fee is forfeited, and 50% is refunded.
- No notice given and not appearing on the hire date: 100% of the fee is forfeited.

Subject to availability, changes to rooms and event dates may be accommodated. However, please note that if these changes are made within 30 days of your event, the original venue hire fee will be waived. No refund will be issued for a smaller room booking.

#### **5. Key**

If you require a key to the facility, you must return it within three (3) working days of the function. The centre reserves the right to charge a \$80 fee if the key is not returned. The centre will provide you with a security code to operate the alarm system.

#### **6. Insurance**

- All hirers must have a current 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 12 bookings in a calendar year".
- The hirer must have a current public liability policy of no less than \$20 million in order to hire a room. 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.

## **7. Damage to Facilities**

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 or extra cleaning necessary 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, use blue tac only. No balloons or streamers are to be attached to the fans. No helium balloons inside.

## **8. Alcohol Consumption & Smoking**

Alcohol cannot be sold on the premises. The hirer must ensure that:

- Alcohol is not brought or consumed in the outside playground area. This is a public space, and we ask everyone to respect the rules for the safety and comfort of all families.
- No person under the age of 18 years is served alcohol or allowed to consume alcohol on the premises.
- Extreme caution is taken with beverages in aluminium cans or glass bottles to avoid damage to wooden floors or the rest of the facility.
- Understand that 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.Noise**

Amplified music and general noise levels must be kept at a reasonable level under the Protection of the Environment Operation (Noise Control) Regulation 2017. Hirers and

guests must vacate the venue and cease all noise by 10:30pm, unless otherwise specified by the Centre.

## **11. Deliveries**

Unless by prior arrangement with the centre, deliveries and pick-ups must take place during the hire period and the hirer must be on-site to accept the goods. Unexpected deliveries may be refused.

## **12. Fire Safety**

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. False alarm fee of \$1800 applies.

## **13. 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. Feedback can be emailed to [venue@northsydneycentre.com.au](mailto:venue@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 the extra time will be taken out of their bond.

# Emergency

	<h3>Evacuation &amp; Emergency Plan</h3> <ul style="list-style-type: none"> <li>• Read, understand and communicate the map with all users.</li> <li>• In the event of emergency call “000”</li> </ul>
	<h3>Non-Smoking</h3> <p>All enclosed area at the centre are strictly non-smoking venues and the hirer shall undertake responsibility to enforce this prohibition.</p>
	<h3>Electrical Tagging</h3> <p>All electrical equipment brought in by hirers must display a current tag that has been tested and tagged by a qualified electrician.</p>
	<h3>Hazard and Incident Reports</h3> <p>Any hazards identified or incidents occur must be reported to the centre via after-hours number or where not possible, reported to the centre next business day.</p>
	<h3>First Aid</h3> <p>Hirers must supply their own First Aid Kit. A basic kit is located in the kitchen.</p>