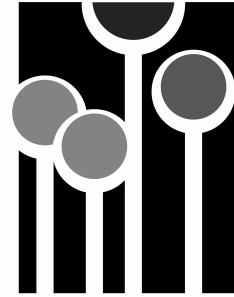


INFORMATION PACKAGE CONTENT:

- Community Centre listing
- Rules and Conditions applying for the use of Council's facilities
- Application Form
- Key Register Form
- Fees and Charges
- Calendar Sheet
- Evacuation sheet



Holroyd City
a place for everyone

**COMMUNITY FACILITY
BOOKING FORM**

CASUAL USERS

(1-10 bookings)

January 2012 to December 2012

**Holroyd City Council
16 Memorial Avenue
(PO Box 42)
MERRYLANDS NSW 2160
www.holroyd.nsw.gov.au**

**Telephone: 02 9840 9840
Fax: 02 9840 9734
Email: hcc@holroyd.nsw.gov.au**

COMMUNITY CENTRES

HOURS OF OPERATION

8.00am – 12.00am Monday to Sunday (includes set up and cleaning up time)

Community Centres are available for recreational activities, meetings and private functions. All centres are air-conditioned, have rectangular tables and chairs, kitchen amenities which include stove, fridge and hot water urn. All centres have disabled access and toilets.

WENTWORTHVILLE COMMUNITY CENTRE

2 Lane Street, Wentworthville

This facility has two rooms available for hire. However if one room is being used for a private function the other room is not available for hire.

Grevillea Room:- Capacity 120 people
(most suitable for private functions – with 14 tables set up around the dance floor)

Banksia Room:- Capacity 100 people

TOONGABBIE COMMUNITY CENTRE

Cnr Targo & Toongabbie Roads, Toongabbie

George Mepham Hall:- Capacity 100 people

COMMUNITY HALLS

HOURS OF OPERATION

8.00am – 12.00 midnight Monday to Sunday (includes cleaning up time)

Community Halls are available for recreational activities, meetings and private functions. All halls have tables and chairs, kitchen amenities which include stove, fridge and hot water urn. All halls have disabled access.

WESTMEAD PROGRESS HALL

Corner of Priddle and Hassall Streets, Westmead

Capacity 100 people

JONES PARK HALL

151 Burnett Street, Mays Hill

Capacity 100 people (12 tables seating 8 people each)

There is a fenced off play area outside this facility.

MEETING ROOMS

HOURS OF OPERATION

8.00am – 11.30pm Monday to Sunday

Meeting rooms are available for **Meetings & Recreational Use ONLY**. All rooms are air-conditioned, have tables and chairs and a kitchenette. There is disabled access to all rooms.

DOMAIN COMMUNITY MEETING ROOMS

1 Oakes Street, Westmead

This facility has two meeting rooms available for hire:

Mackey Room (overlooks play area) Capacity 20 people

Oakes Room Capacity 20 people

MERRYLANDS COMMUNITY CENTRE

17 Miller Street, Merrylands

This facility has three meeting rooms available for hire:

Miller Street Room: Capacity 60 people

Prospect Room: Capacity 40 people

Art & Craft Room: Capacity 20 people

TOONGABBIE COMMUNITY CENTRE

Cnr Targo & Toongabbie Roads, Toongabbie

This facility has two meeting rooms available for hire:

Andrew Cooke Room: Capacity 50 people

Billiard Room Capacity 50 people

Neil Pigram Room: Capacity 30 people

HOW TO BOOK

You must complete the booking form, in full, which is included in this brochure. A separate booking form must be completed for each facility and returned to:

**Customer service
Holroyd City Council**

**16 Memorial Avenue, MERRYLANDS NSW 2160
Please ring 9840 9840 for enquiries Fax: 02 9840 9841
Email: hcc@holroyd.nsw.gov.au**



Subject to the following conditions Holroyd City Council ("Council") grants to the Hirer the right to hire and use the facility for the purpose indicated on the date or dates and at the times shown.

The Hirer acknowledges that they have inspected the facility and agree that it is in good condition and fit and proper for the purpose of the proposed use. The Hirer takes no objection or exception to the condition of the facility. Any objection or exception is to be advised in writing at the time of or prior to the booking and deposit being paid.

1. 10 Bookings - Maximum

A casual hirer can make no more than 10 bookings in total within one calendar year, whether booked at separate times or at the same time. (Refer to Application Form Note). Minimum 2hr booking can be increased in ½hr increments.

2. Payment Details

Full payment is required at the time of booking (including bond and caretaker fee if applicable). No tentative bookings will be accepted. The facility must be hired for a minimum of two hours. When hiring one of Council's Community Centres or Halls for a Private Function, users are required to pay a bond as security for: cleaning, damage or lost/stolen property; and guarantee of departure at end of hiring time. The bond will be mailed out within four (4) weeks of your function.

3. Cancellation

- (a) Private functions – at least four weeks written notice is required, otherwise the full hire fee will be forfeited. Providing that at least four weeks written notice is given, the cancellation will be approved and a cancellation fee of \$109.60 will be charged.
- (b) Casual/regular bookings – at least two weeks written notice is required, otherwise the full hire fee will be forfeited. Providing that at least two weeks written notice is given, the cancellation will be approved and a cancellation fee of \$54.80 will be charged.
- (c) Council does not transfer booking dates. Hirers must cancel a booking and make a new booking if a transfer is required.

4. Keys

A caretaker is employed to open and close the premises for private functions. For all other bookings, the group is required to pay a \$20.00 refundable bond at Customer Service before collecting a key on the day of the booking. If the booking date falls on a weekend or public holiday, the key can be collected on the last working day prior to the date of the booking and must be returned on the next working day immediately after the booking.

5. Notification of accident or injury

Should there be an accident or injury arising through the hirer's use, the hirer must inform Council within seven (7) days of the incident.

6. Insurance

The hirer shall do nothing, which will or is likely to prejudice or render void Council's insurance policies.

7. Indemnity

The hirer hereby grants the Council an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensations and the like for which the Council may be liable in conjunction with injury, damage or accidental death through the hirers neglect or default or the neglect or default of any other person in connection with hirers use of the facility.

8. Are Spits, Barbeques or decorations permitted?

Barbeques and spits are only permitted at Wentworthville Community Centre (outside kitchen door) and Jones Park Hall (under verandah outside toilets). Floors, walls or any part of the building shall not be broken or pierced by nails, screws etc. nor shall any appliance, fitting or fixture be interfered with in any way. Adhesives are not to be used on any surface.

9. Tables must be covered

Tables provided by Council for the purpose of serving or handling food or refreshments must be covered with suitable tablecloths or other coverings by the hirer to prevent damage.

10. Restricted Articles

Confetti, chewing gum, fireworks or other articles deemed by the responsible Council employee to be prohibited.

11. All exits are to be clear and accessible without hindrance.



12. Can I smoke or consume or sell alcohol in a community facility?

Smoking is not permitted in any community facility.

Regarding the consumption of alcohol on any of Council's premises, written consent from the Police Department is required, which should be obtained by contacting the Police Department and completing the relevant form. **If no alcohol is to be consumed, a Statutory Declaration must be signed to that effect.**

If you are intending to sell alcohol on the premises you must contact the Licensing Court of NSW on 9995 0761 to obtain written consent.

13. Conditions of Private Function Hire

Hall capacities must not be exceeded.

The private function rate applies after 4.00pm on Saturdays at Council halls.

Additional charges will be incurred if:

- Hirers are not ready to vacate the hall when the caretaker returns at the nominated finish time, additional charges will be passed on to the hirer in hourly blocks.
- The caretaker has to return to the hall again to lock up after nominated finish time.
- The facility is not left in a suitably clean and tidy condition, bins emptied. etc.
- At least four weeks written notice is required, otherwise the full hire fee will be forfeited.

Providing that at least four weeks written notice is given, the cancellation will be approved and a cancellation fee of \$109.60 will be charged.

- All Hirers should notify Merrylands Police station that they will be holding a function at one of Councils' Facilities. This is to help the police with information of the night in case there is a dispute on the premises.

14. Users responsibilities

If using one of Council's facilities you must:

- Report any changes to booking details to Council's Customer Service Centre on 9840 9840.
- Check that the air conditioning and lights are switched off, the windows are closed and all doors are securely locked upon leaving.
- Ensure hot water urns are switched off upon leaving, except in the Jones Park Hall, Westmead Progress Hall and Wentworthville Community Centre.

- Ensure alarms are reset when leaving.
- Ensure facility is left in a clean and tidy state. All rubbish to be taken to the outside bins.
- Ring Council's Community Facilities officer on 9840 9906 for any problems or maintenance issues.

15. Noise Restrictions / Breach of Conditions

All users must ensure that all amplified sound, music PA systems etc ceases by closing time and be considerate of local residents. Any breach of the above conditions may disqualify your group/organisation from future usage of Council's community facilities.

16. The hirer is responsible for the maintenance and preservation of good order during the period of hire.

Where the hirer conducts a public dance or concert or similar activity the hirer must provide a least two attendants capable of maintaining good order at the function.

Private attendants engaged by the hirer shall be strictly confined to the duties connected with their engagement and such attendants are absolutely prohibited from entering and searching the premises for lost property left behind after the engagement.

The hirer shall obey all reasonable directions of the responsible Council employee during the period of hire. Council's responsible employee shall have complete control over all means of entry and exit and may close the hall and may refuse permission to any person or persons and may close the entrance doors. The responsible employee may instruct the hirer to limit noise and music or voice amplification to an acceptable level to the satisfaction of the employee if in the opinion of the responsible employee such noise is excessive.

17. Observance of Laws

The hirer must strictly observe all laws, rules, regulations and ordinances. It is the hirer's responsibility to ascertain which laws, rules, regulations or ordinances may be applicable to the function.

18. The hirer must not sublet the hall.

19. Use for sale of goods or advertising

The hall may not be used for the sale of products for profit or for advertising purposes, unless prior written approval has been sought.

20. Right for refuse application for hire

Council reserves the right to refuse an application for hire of a hall or to cancel any reservation already made and to refund the fees and charges paid. Council shall not be



liable in any way for any loss or damage, or otherwise in consequence of the exercise of this right.

21. No responsibility for loss or damage

The Council shall not be responsible for any loss of or damage to any property whatsoever belonging to the hirer or any person attending the function.

22. Disputes

Any disputes arising between the hirer and any employee of Council shall be referred to the Public Officer whose decision shall be final.

23. Cleaning Utensils

Council **DOES NOT** provide cleaning utensils to vacuum or sweep the facility. **It is the Hirers responsibility** to bring these items with them, to ensure the facility is left in a clean and tidy state.

24. Meeting Rooms

When hiring out meeting rooms, the only food allowed is light morning and afternoon tea eg tea, coffee and biscuits.

25. Working with children check

Hirers of Holroyd Council's community facilities will be required to provide a **Certificate for Self Employed People in Child Related Employment** as of **1 May 2010**. This Certificate is part of the working with children check; it allows self employed people to prove that they are not banned from child related employment. Self employed people include profit making and non-profit making hirers of Council's facilities who meet the NSW Commission for Children and Young People's criteria for child related employment. Further information can be obtained from the website:

<http://www.kids.nsw.gov.au/kids/working/certificateforselfemployedpeople.cfm>

26. Proof of Hire

It is a requirement that all hirers carry "proof of hire" when using a Council facility. A copy of the form you filled out at Council or your receipt.



OFFICE USE ONLY

RISK MANAGEMENT CHECK LIST

- | | | |
|--------------------------|---|----------|
| <input type="checkbox"/> | Application form completed | YES / NO |
| <input type="checkbox"/> | Indemnity Signed: | YES / NO |
| <input type="checkbox"/> | Conditions of Hire explained and signed: | YES / NO |
| <input type="checkbox"/> | Copy of Rules and Conditions given to Hirer | YES / NO |

COMMENTS	Domain Meeting Rooms	W5746.5250
Amount Paid:	Receipt Code	405
Date:	Westmead Progress Hall	W5747.5250
Receipt Number:	Receipt Code	403
	\$300 Function Bond	Trust Code 3
	Jones Park Hall	W5748.5204
	Receipt Code	402
	\$300 Function Bond	Trust Code 3
	Toongabbie Community Centre	W5742.5250
	Receipt Code	404
	\$300 Function Bond	Trust Code 3
	Merrylands Community Centre	W5744.5250
	Receipt Code	406
	Wentworthville Community Centre	W5745.5250
	Receipt Code	401
	\$300 Function Bond	Trust Code 3

Customer Service Officer

Date

Customer Service Officer

Date

Checked Yes No



PLEASE NOTE: This form only needs to be filled out if you are using Council's facilities for a meeting. Keys are not to be issued for Private Functions as a caretaker is provided to open and close.

Name of Facility To Be Used:

Date of Use:

Name of Hirer / Organisation:

Mr	Mrs	Miss	Name of Contact Person:
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Please circle

Address of Hirer / Organisation:

Work Number:

Mobile:

Home Number:

I willingly accept the responsibility for holding the keys to the abovementioned facility. Furthermore, I agree that: -

- The group will leave the facility clean and tidy and in the manner in which it was found.
- The group will leave the facility fully secured.
- The key will be returned to Council's office on the day of use or the next working day as appropriate and depending on the time of use.
- Under no circumstances will any member of my organisation or party known to me, duplicate the key/s.

If any of the above conditions are not met, Council has the right to revoke the future use of this facility.

Applicant Signature

Date

OFFICE USE ONLY

KEY ISSUED

Key Number Issued:

Security Code Issued: Y / N

Card Number Issued:

Key Bond Receipt No:

Staff Name:

Date:

KEY RETURNED

Key Number Returned:

Card Number Returned:

Key Deposit Refunded: Y / N

Staff Name:

Date:



FEES & CHARGES AS OF 1 JULY 2011

COMMUNITY FACILITIES	Profit Making \$ rate p/hour	Non-Profit Non-Local \$ rate p/hour	Non-Profit Local \$ rate p/hour	PRIVATE FUNCTIONS \$ rates – p/hour
WENTWORTHVILLE COMMUNITY CENTRE Banksia Room Grevillea Room	\$40.10 \$40.10	\$26.85 \$26.85	\$20.00 \$20.00	maximum 8 hours \$ 536.15 bond \$ 300.00 open/close fee \$ 107.60
TOONGABBIE COMMUNITY CENTRE George Mepham Hall Andrew Cooke Room Neil Pigram Room Billiard Room	\$40.10 \$20.00 \$20.00 \$20.00	\$26.85 \$13.30 \$13.30 \$13.30	\$20.00 \$9.95 \$9.95 \$9.95	maximum 8 hours \$ 536.15 bond \$ 300.00 open/close fee \$ 107.60 n/a
WESTMEAD PROGRESS HALL	\$26.85	\$20.00	\$13.30	maximum 8 hours \$ 536.15 bond \$ 300.00 open/close fee \$ 107.60
JONES PARK HALL	\$26.85	\$20.00	\$13.30	charge p/hr \$ 67.05 bond \$ 300.00 open/close fee \$ 107.60
DOMAIN COMMUNITY ROOMS Mackey Room Oakes Room	\$20.00 \$20.00	\$13.30 \$13.30	\$9.95 \$9.95	n/a n/a
MERRYLANDS COMMUNITY CENTRE Miller Street Room Prospect Room Arts & Crafts Room	\$20.00 \$20.00 \$20.00	\$13.30 \$13.30 \$13.30	\$9.95 \$9.95 \$9.95	n/a n/a n/a

NOTE: Total fees paid for Private Functions are inclusive of setting up and clearing up times.

COMMUNITY BUSES	HOURLY RATE (Mon – Sun)		FULL WEEKEND RATE (6pm Fri – 6pm Sun)	
	Community Groups	Private Users	Community Groups	Private Users
Toyota Coaster – Disabled Access Bus - 19 seater	\$21.15	\$35.40	\$300.00	\$450.00
Toyota Hiace – Commuter Bus - 14 seater	\$8.45	\$19.75	\$110.00	\$300.00
Additional overnight fee	\$33.65			

OTHER	FEES	
Cancellation fee (this charge applies to cancellation of bookings other than Private Functions) (NB - Hire fees will not be refunded unless at least 2 week's written notice is received by Council of any cancellation).	\$54.80	
Cancellation fee (this charge applies to all cancellation of Private Functions) (NB - Hire fees will not be refunded unless at least 4 week's written notice is received by Council of any cancellation).	\$109.60	
Opening and closing fee for all community facilities managed by Library & Community Services. (private functions only)	\$107.60	
Key bond for all community facilities managed by the Customer Service team		
• One key (refundable)	\$20.00	
• Two or more (refundable)	\$30.00	
Storage fee (per annum)	- Large locker	\$56.45
	- Medium Locker	\$39.45
	- Small Locker	\$28.15
N.B. Additional set-up time, if hall is available, (outside of the 8 hours for private functions)	\$67.05 p/h	

(All fees are inclusive of GST)