

**INFORMATION PACKAGE CONTENT:**

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



**COMMUNITY FACILITY  
BOOKING FORM**

**REGULAR USERS**

(11 bookings or more)

**July 2009 to December 2009**

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

**Telephone: 9840 9907  
Fax: 9840 9915**

**E-mail: [noura.hasan @holroyd.nsw.gov.au](mailto:noura.hasan@holroyd.nsw.gov.au)**

## **COMMUNITY CENTRES**

### **Hours of Operation**

8.00am – 12.00am Monday to Sunday (includes 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 Mephram 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)

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There is a 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:

Billiard Room: Capacity 50 people  
Andrew Cooke Room: Capacity 50 people  
Neil Pigram Room: Capacity 30 people

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## **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:

Library & Community Services Department  
Holroyd City Council

16 Memorial Avenue, MERRYLANDS NSW 2160  
Please ring 9840 9906 for enquiries  
Fax: 9840 9915  
E-mail: [jessica.allison@holroyd.nsw.gov.au](mailto:jessica.allison@holroyd.nsw.gov.au)



Subject to the following conditions Holroyd City Council ("the 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. Initial Booking**

10 working days must be allowed between receipt by Council of completed application request and first booking date requested.

### **2. Condition of regular hire**

A regular booking may be secured:

- over a period of one calendar year only,
- for 11 advance bookings or more made in one calendar year, and
- for a minimum booking time of 2 hours, increased in half-hour increments.

### **3. Provisional bookings**

No provisional bookings will be made. A booking can only be secured when completed application forms and valid copy of public liability insurance documentation have been received and processed.

### **4. Cancellation**

Cancellations and transfer of bookings are not permitted unless Council receives at least **TWO WEEKS WRITTEN NOTICE. A \$51.50 cancellation fee will be charged for any cancellation, even if two weeks notice is given (for bookings other than Private Functions). FOUR WEEKS NOTICE needs to be given for a cancellation of a private function. A \$101.10 cancellation fee will be charged for a cancellation of a Private Function.**

### **5. Insurance**

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

### **6. Indemnity**

Regular Hirers are required to supply Council with a copy of their Certificate of Currency for Public Liability & Professional Indemnity Insurance at each renewal date. The limits of liability required are \$10,000,000.

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 the hirers use of the facility.

### **7. 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.

### **8. 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.

### **9. Restricted articles**

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

### **10. Exits**

All exits are to be clear and accessible without hindrance.

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

If there is no alcohol to be consumed a statutory declaration must be signed.

### **12. Conditions of Hire**

- Facility capacities must not be exceeded.
- Additional charges will be incurred if the facility is not left in a suitably clean and tidy condition, bins emptied. etc.
- Report any changes to booking details to Council's Facilities Officer on 9840 9907.
- 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 9907 for any problems or maintenance issues.

### **13. Noise Restrictions/Breach of Conditions**

All users must ensure that all amplified sound; music, PA systems etc cease 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.

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

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

### **15. 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.

### **16. The hirer must not sublet the hall.**

### **17. Use for sale of goods or advertising.**

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

### **18. 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.

### **19. Right to refuse application for hire.**

Council reserves the right to refuse an application for use of a facility or to cancel any reservation already made and to refund the fees and charges paid and Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.

### **20. No responsibility for loss or damage**

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

### **21. Keys**

Regular hirers will be supplied with a key and an alarm code for the term of the booking. Note the key bond for a single key is \$20.00, the total bond for two keys is \$30.00. This is refundable at the end of your booking period, providing all keys have been returned.

### **22. Storage**

Some facilities have storage locker availability for an annual fee. This fee is payable at the beginning of each financial year.

### **23. Payment**

The hirer will be invoiced twice a year, for January-June bookings and again for July-December bookings. Payment is due within one month of the date of the invoice.

### **24. Disputes**

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

### **25. Cleaning Utensils**

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

### **26. Meeting Rooms**

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



### APPLICATION DETAILS

Facility Name:	Booking Number:
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Name of Hirer / Organisation:

Mr	Mrs	Ms	Contact Person:
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Address of Hirer / Organisation:

<b>IS YOUR GROUP A PROFIT MAKING GROUP?</b>	<b>YES</b>	<b>NO</b>
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Work No.	Mobile:	Home No.
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E-mail Address:

Purpose of Use ie: Recreation / Business Use	Number of People Attending
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Day of use :	From: am/pm	To: am/pm
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Minimum of a two hour block per booking

Each booking date must be clearly marked on the calendar sheet. Calendar Sheet completed Yes  No

Is your organisation based within the Holroyd Local Government Area? Yes  No

What percentage of people attending your sessions reside within the Holroyd Local Government Area  25%  50%  75%  100%

#### Indemnity & Conditions of Hire

The hirer must provide Council with copy of a current Certificate of Currency for public liability insurance (minimum sum assured \$10million) prior to booking application being accepted, and on the renewal dates of that insurance policy.

Individuals, Groups and organisations which hire or lease Council Premises or facilities for activities which involve children under 18 years are reminded of the requirements of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998.

All employers (which include employers of volunteers and others) must comply with the mandatory guidelines available from the Commission for Children and Young People and which are also available on their website <http://www.kids.nsw.gov.au>. These guidelines contain forms including declarations and consents which must be made by prospective employees.

The hirer hereby grants the Council an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which the Council may be or may become 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 hall.

I acknowledge that I have read and understood the indemnity requirements and Council's Rules and Conditions Applying to the Use of a Community Facility, a copy of which has been supplied to me, and agree to be bound by them.

Applicant's Signature: ..... Date:.....

**OFFICE USE ONLY:**

Toongabbie Community Centre - Receipt Code 404 Work Order W5742.5250	Domain Meeting Room - Receipt Code 405 Work Order W5746.5250
Wentworthville Community Centre - Receipt Code 401 Work Order W5745.5250	Westmead Progress Hall-Receipt Code 403 Work Order W5747.5250
Merrylands Community Centre - Receipt Code 406 Work Order W5744.5250	Jones Park Hall - Receipt Code 402 Work Order W5748.5204

#### HOLROYD CITY COUNCIL - PRIVACY STATEMENT

Holroyd City Council will only record your name and address to assist in the processing of this application. It will only be used for the purpose for which you have provided it and will not be added to a mailing list. Council will



**2009 COMMUNITY FACILITY APPLICATION FORM  
REGULAR HIRERS**

not use your personal information for any other purpose and it will not be disclosed for any other purpose without your permission.



2009 Community Facilities Application Form - Regular Hirers

JANUARY						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
M	T	W	T	F	S	S
30	31					1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL						
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MAY						
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JUNE						
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29	30					

JULY						
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AUGUST						
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31					1	2
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SEPTEMBER						
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28	29	30				

OCTOBER						
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NOVEMBER						
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30						1
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DECEMBER						
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28	29	30	31			



School Holidays



Public Holidays

**Legend: PMO: Profit Making Organisation      NPG: Non-Profit Groups      PF: Private Function**

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
<b>WENTWORTHVILLE COMMUNITY CENTRE</b> Banksia Room Grevillea Room	\$37.70 \$37.70	\$25.20 \$25.20	\$18.80 \$18.80	maximum 8 hours \$ 503.90 bond \$ 300.00 open/close fee \$ 101.10
<b>TOONGABBIE COMMUNITY CENTRE</b> George Mepham Hall	\$37.70	\$25.20	\$18.80	maximum 8 hours \$ 503.90 bond \$ 300.00 open/close fee \$ 101.10
Andrew Cooke Room Neil Pigram Room Billiard Room	\$18.80 \$18.80 \$18.80	\$12.50 \$12.50 \$12.50	\$9.35 \$9.35 \$9.35	n/a
<b>WESTMEAD PROGRESS HALL</b>	\$25.20	\$18.80	\$12.50	maximum 8 hours \$ 503.90 bond \$ 300.00 open/close fee \$ 101.10
<b>JONES PARK HALL</b>	\$25.20	\$18.80	\$12.50	charge p/hr \$ 63.00 bond \$ 300.00 open/close fee \$ 101.10
<b>DOMAIN COMMUNITY ROOMS</b> Mackey Room Oakes Room	\$18.80 \$18.80	\$12.50 \$12.50	\$9.35 \$9.35	n/a
<b>MERRYLANDS COMMUNITY CENTRE</b> Miller Street Room Prospect Room Arts & Crafts Room	\$18.80 \$18.80 \$18.80	\$12.50 \$12.50 \$12.50	\$9.35 \$9.35 \$9.35	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 - 20 seater	\$19.90	\$33.25	\$218.00	\$363.40
Toyota Hiace – Commuter Bus - 14 seater	\$7.95	\$18.55	\$72.70	\$203.45
Additional overnight fee (only applicable if outside metropolitan area)	\$31.60			

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).	\$51.50
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).	\$103.00
Opening and closing fee for all community facilities managed by Library & Community Services. (private functions only)	\$101.10
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	\$53.05
- Medium Locker	\$37.10
- Small Locker	\$26.50

**N.B. Additional set-up time, if hall is available, (outside of the 8 hours for private functions)      \$63.00p/h**

**(All fees and charges are inclusive of GST)**