

INFORMATION PACKAGE CONTENT:

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- Evacuation Sheet



GUILDFORD COMMUNITY CENTRE BOOKING FORM

CASUAL HIRERS

(1-10 bookings)

REGULAR HIRERS

(11 bookings or more)

August 2016 – June 2017

Guildford Community Centre, 90 O'Neill Street

GUILDFORD, NSW 2161

www.cumberland.nsw.gov.au

Telephone: 02 9632 2765

Fax: 02 9892 3120

Email: guildford.centre@cumberland.nsw.gov.au

GUILDFORD COMMUNITY CENTRE

HOURS AVAILABLE FOR HIRE

4.00pm – 11.30pm Monday to Thursday
4.00pm – 12.30pm Friday
8.00am – 3.00pm Saturday
4.00pm – 12.30am Saturday
8.00am – 3.00pm Sunday
4.00pm-12.30am Sunday

Times include set up and clean up times

Guildford Community Centre is available for recreational activities, meetings and private functions. The Centre is air-conditioned, has rectangular tables and chairs, kitchen amenities which includes stove, fridge and hot water urn. The Centre has disabled access and toilets.

**Capacity 120 people
(Maximum)**

CASUAL HIRING FEES

Private

Social functions on Monday - Sunday (includes: use of kitchen ,air conditioning, tables & chairs & one open & close)	\$ 607.00
Bond (refundable)	\$ 400.00
Additional security visits	\$ 60.00 per visit

Community: (Except Saturdays)

<u>Profit making groups</u> (minimum 2hrs)	\$ 74.60 per hour
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Non Profit making groups:

Local groups (minimum 2hrs)	\$ 26.50 per hour
Non local groups (minimum 2hrs) (includes use of: kitchen, air conditioning, tables and chairs)	\$ 37.30 per hour
Bond (refundable)	\$ 400.00

OTHER EQUIPMENT FOR HIRE

Bain-marie	\$132.00
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PAYMENT OF HIRING FEES

Regular Booking:

- One bond will be required for the duration of bookings
- On payment of bond booking will be secured
- Bond will be held until the booking is cancelled
- Hiring fees are to be paid no later than one month prior to the commencement date of booking

Single Booking:

- One bond will be required for each booking
- On payment of bond booking will be secured
- Hiring fees are to be paid no later than one month prior to date of function

DEFINITION OF COMMUNITY AND PRIVATE HIRERS

Community:

- Non profit community organisations (Home And Community Care Services, community meetings, youth groups, community training)
- A community organisation wishing to hold a fundraising event

Private:

- Individuals and organisations wishing to hold a private social function (wedding reception, birthday party, christening, family get together etc)
- A corporate business organisation for the purpose of profit making.

General Conditions

1. General Conditions

Subject to the following conditions, Cumberland 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.

2. Definitions

Casual Hire- hires facility for not more than 8 times a year.

Regular Hire- hires facility on a regular basis, more than 8 times a year.

Function- service of food, and/or alcohol, minimum 8 hour hire for a private or community functions/gatherings.

3. Provisional Bookings

No provisional bookings will be made. Hall Hire applications are available on the Council website and hires must print a copy and fill it in and obtain a Liquor License or a statutory declaration (see section 21). All payments need to be done at Guildford Community Centre, 90 O'Neill st, Guildford, NSW 2161 by cheque payments, eftpos or Credit card only. A booking can only be secured when the payment is completed.

Payment details

Full payment is required at the time of booking. 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 the timely departure at end of hiring time. The bond will be refunded via cheque in the post within four (4) weeks of your function.

4. Cancellation

- a. Casual bookings – 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 \$127.00 will be charged. If a Function is booked less than 4 weeks to the date of the booking and the hirer cancels the Function, then the hirer forfeits the full hire fee as 4 weeks' notice is not able to be given.
- b. Regular bookings –at least four weeks written notice is required, otherwise the full hire forfeited. Providing that at least two weeks notice is given the cancellation will be approved and a cancellation fee of \$63.50 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.

Note: All regular bookings cancelled within two weeks for of the booking date will forfeit full hire fees.
All casual bookings cancelled within two weeks for of the booking date will forfeit full hire fees.

5. Keys

Keys are not handed out for private functions. H & H Security will open and close the Guildford Community Centre at the time as stated on the application. A Security Guard will be at the centre from 8.30pm until 12.30am.

H & H Security can be contacted on 1300 363 727

Keys will be given to casual community hirers after they have completed a Key Register Form. The key is to be returned to the Guildford Community Centre on the first working day after the last booked date.

6. Insurance

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

7. Indemnity

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

The insurance must remain current during all periods of hire. It is the hirer's responsibility to ensure that Council is in possession of a copy of current insurance details at all times.

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. Exits/Fire

The hirer must make themselves familiar with evacuation procedures and location of emergency equipment, ensuring that all exit doors are free from obstruction. The hirer is responsible for making all attendees aware of the emergency exits for the area.

9. Noise Restrictions / Breach of Conditions

All hirers must ensure that all amplified sound, music PA systems etc cease by closing time and be considerate of local residents. NSW Police have the authority to direct that the excessive or offensive noise be reduced or terminated. Any breach of the above conditions may disqualify your group/organisation from future use of Guildford Community Centre.

10. 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.

The hirer must ensure that no games of chance, gambling or any other kind of illegal activities are conducted in the facility during the period of hire.

The hirer is responsible for any claims legally payable for Copyright Fees or Performing Rights. If the hirer wishes to transmit or reproduce television or sound broadcast, prior approval must be sought from Council. The hirer must provide to Council a copy of the appropriate recording reproduction rights.

11. The hirer must not sublet the hall.

12. 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 from Council has been sought.

13. Notification of accident or injury

Should there be an accident or injury arising through the hirer's use, the hirer must inform Council within 48 hours of the incident.

14. Right to refuse application for hire

Council reserves the right to refuse a booking due to non-disclosure or supplying misleading information and any application for use of the 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.

Council reserves the right to transfer any bookings if the facility is required for a special function, public function or Council maintenance.

15. No responsibility for loss or damage

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

16. Disputes

Any disputes arising between the hirer and any employee of Council shall be referred to the Director of Library and Community Services.

17. Working with Children Check

Hirers of Cumberland Council's community facilities are required to obtain a Working with Children Number (WWC) through the NSW Roads and Maritime Service. 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 Office of the Children's Guardian criteria for child related employment.

1.0 It is a condition of the hire agreement that the hirer that provides activities which involve children under 18 years comply with the obligations under the NSW Office of the Children's Guardian.

2.0 All applications for casual or permanent hire of Council's facilities will include the following clauses:

- (a) Groups, organisations, self-employed, businesses, entertainment clubs or other bodies (including sporting bodies) which hire or lease Council premises or facilities for activities which involve children under 18 years are reminded of the requirements of the NSW Office of the Children's Guardian from 1 April 2015:
- i. Register your club or business online as an employer in child related work - www.kidsguardian.nsw.gov.au/check
 - ii. Identify the roles in your organisation that need a WWCC - www.kidsguardian.nsw.gov.au/childsafesports
 - iii. Notify existing paid workers, volunteers, coaches, managers, trainers (who are not exempt) that they need to provide you with a WWC number or their application (APP) number from 1 April 2015.
 - iv. Verify the status of each WWC or APP number - www.kidsguardian.nsw.gov.au/check
 - v. Keep a record of each verification result, the name, date of birth, clearance number, expiry date and the date of the verification. These records will be required if your organisation is audited by the Office of the Children's Guardian.
- (c) All hirers, clubs or other bodies providing services to children (including sporting bodies) that employ workers, volunteers and others must comply with the mandatory guidelines of the NSW Commission for Children and Young People
- (d) Hirers must disclose to potential customers/team members that: They, the hirer are an independent body separate from Council. Further information can be obtained from the website <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

18. Proof of Hire

It is a requirement that all hirers carry "proof of hire" when using Guildford Community Centre. A copy of the confirmation letter or receipt must be kept with you at all of your booking dates.

19. Privacy Notification

PRIVACY NOTE Council will collect and hold the personal information contained in this application for the purpose of Hiring Council's Facilities. The intended recipients of the personal information are officers within Council and Intrac Australia Pty Limited. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application.

You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998 (PIIP Act)* or the *Government Information (Public Access) Act 2009 (GIPA Act)*. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PIIP Act.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.

20. Are spits, barbeques or decorations permitted?

Prohibited items: Jumping castles or any other type of inflatable objects inside the centre. Gas bottles, open flames, portable stoves or ovens, fireworks, kerosene or spirit type lamps, spit roasts, smoke machines or any other machine that may produce smoke, sparkles, candles or confetti. Chewing gum and kegs must not be used within the premises. Barbeques and spits are permitted at Guildford Community Centre in the designated area outside kitchen door only. Cooking and heating of food is only permitted in the kitchen area of the Guildford Community Centre.

Decorations: Floors, walls or any part of the building shall not be broken or pierced by drawing pins, nails, screws or adhesive tape nor shall any appliance, fitting or fixture be interfered with in any way. Adhesives are not to be used on any surface. All decorations are to be completely removed after the event. If any items remain, the cost of removal may be deducted from the bond.

Breakages, theft or damage: The hirer is responsible for any breakages, theft or damage caused to the venue or supplied equipment. Should such an incident occur Council must be advised immediately. Where such loss exceeds the amount of the bond paid, that additional costs will be invoiced and must be paid within (30) days of the date of the event. Unpaid amounts may attract interest and enforcement costs. Neither Council nor its employees shall be liable for any loss, theft or damage sustained by the hirer or any person associated with the hirer or attending the event.

Tables must be covered

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

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

Smoking is not permitted in Guildford Community Centre. It is the responsibility of the hirer to ensure this condition is strictly enforced.

Regarding the consumption of alcohol in any of Council's premises, written consent from the NSW Police Force is required. This should be obtained by contacting the Police Department and completing the relevant form. "Permit for consumption of liquor on premises for hire".

If you are intending to sell alcohol on the premises you must contact NSW Office of Liquor, Gaming & Racing for a Liquor Licence.

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

These forms must be presented at the time of the booking with Council.

It is the hire's responsibility to ensure the responsible service of alcohol and it is to be contained with the hall the hirer has booked.

22. Cleaning equipment

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

23. Rubbish

All rubbish must be removed from the Guildford Community Centre at the completion of the hire and be placed in the Council bins provided outside. The hirer must take with them any rubbish that will not fit in the exterior bins provided.

24. Conditions of private function hire

Hall capacities must not be exceeded. (120 maximum)

Hirer must be at least 21 years of age to make a booking.

For functions held at Guildford Community Centre involving the serving of alcohol, an alcohol permit (see clause 21) must be sited by Guildford Community Centre staff prior to the function being booked. If there is no alcohol to be consumed at the function then a statutory declaration must be signed.

Bookings after 8.30pm are not permitted on the 31st December (New Year's Eve) in any of Council's facilities for hire.

All functions should register on www.mynite.com.au this will notify police that they will be holding a function at one of Council's facilities. This information will assist the police in case there is a dispute on the premises on the night.

Additional charges will be incurred if:

- Hirers do not vacate the hall when the Security returns at the nominated finish time. Additional charges will be passed on to the hirer in blocks of \$60.00 per hour or part there of.
- H & H Security 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. and all hire conditions are not met

25. Hirer's responsibilities

If using Guildford Community Centre you must:

- Report any changes to booking details to Guildford Community Centre staff on 9632 2765.
- Complete Hall Hire checklist and sign prior to hire.
- Ensure facility is left in a clean and tidy state. All rubbish to be taken to the outside bins.
- Ring Guildford Community Centre staff on 9632 2765 during office hours for any problems or maintenance issues.

26. 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 at 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.

Cumberland Council authorises a New South Wales Police Officer, of or above the rank of Sergeant, to discontinue the event:

- If any of the "Conditions of Hire" are breached.
- If the Police suspect an offence has been or is likely to be committed on the premises.
- If it is reasonably necessary to ensure public safety or prevent damage to property.

2016-2017 CUMBERLAND COUNCIL
GUILDFORD COMMUNITY CENTRE **APPLICATION FORM** CASUAL/REGULAR HIRERS

Facility Name: **GUILDFORD COMMUNITY CENTRE**

Booking Number: Day of Week: Date of Use:

From: am/pm To: am/pm
Minimum of a two hour block per booking *No. of People* *Purpose of Use:
ie Private Function / Meeting*

Name of Hirer: (Private Function) / Organisation:(Meeting)

Contact Person: Local Government Area

Address of Hirer / Organisation:

Work Number: Mobile: Home Number:

IS YOUR GROUP A PROFIT MAKING GROUP? YES / NO

2016-2017 CUMBERLAND COUNCIL
GUILDFORD COMMUNITY CENTRE APPLICATION FORM CASUAL/REGULAR HIRERS

Note:	If more than 10 bookings are made within one calendar year, a copy of a Certificate of Currency for Public Liability Insurance to the value of \$10 million must be provided to Council.
Indemnity:	<p>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 hirer's neglect or default or the neglect or default of any other person in connection with hirer's use of the hall.</p> <p>I have read and understood this indemnity. Signature:Date:.....</p>
Conditions of Hire:	<p>It is your best interest to obtain insurance cover in respect of the activity you propose to carry out on the Council's premises. If you do not have access to insurance cover then you should seek advice regarding the indemnity you are giving in favour of Council before proceeding with your application to hire it premises.</p> <p>Hirers of Holroyd Council's community facilities will be required to apply and obtain a Working with Children Check through the NSW Roads and Maritime Service. 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.</p> <p>It is a condition of the hire agreement that the hirer that provides activities which involve children under 18 years comply with the obligations under the NSW Commission for Children and Young People. Further information can be obtained from the website http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check</p> <p>I acknowledge that I have read and understood this form Council's Rules and Conditions Applying to the Use of Halls, a copy of which has been supplied to me, and agree to be bound by them.</p> <p>I agree to indemnify and keep indemnified the Council from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to property occurring during the course of the subject event and I acknowledge that the council shall be under no responsibility or liability for any personal injury or damage to property occurring during the course of the hiring.</p> <p>Applicant's Signature: Date: </p>

CUMBERLAND COUNCIL – PRIVACY STATEMENT

Council will collect and hold the personal information contained in this application for the purpose of hiring the Guildford Community Centre. The intended recipients of the personal information are officers within Council. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application.

You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998 (PIIP Act)* or the *Government Information (Public Access) Act 2009 (GIPA Act)*. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.

OFFICE USE ONLY

RISK MANAGEMENT CHECK LIST

- Application form completed YES / NO
- Indemnity signed YES / NO
- Conditions of Hire explained and signed YES / NO
- Copy of Rules and Conditions given to hirer YES / NO

- Hall checklist YES / NO/NA
- Key Registration form completed YES / NO/NA
- Alcohol Permit/ Statutory Declaration sited YES / NO

BOND
Amount Paid:
Date:
Receipt Number:
HIRING FEE
Amount Paid:
Date:
Receipt Number:
TOTAL PAID:

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Client Liaison Officer

--

Date

--

Centre Coordinator

--

Date

Checked Yes No

Key Register form

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

Name of Facility To Be Used: GUILDFORD COMMUNITY CENTRE	Date of Use:
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Name of Hirer / Organisation:

<i>Mr</i>	<i>Mrs</i>	<i>Miss</i>	Name of Contact Person:
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Please circle

Address of Hirer / Organisation:

Work Number:	Mobile:	Home Number:
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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 the Guildford Community Centre'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.

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Applicant's Signature

--

Date

OFFICE USE ONLY

KEY ISSUED

Key Number Issued:

Security Code Issued: Yes / NO

Card Number Issued:

Key Bond Receipt No:

Staff Name:

Date:

KEY RETURNED

Key Number Returned:

Card Number Returned:

Key Deposit Refunded: Yes / No

Staff Name:

Date:



**Guildford Community Centre
Hall Checklist**

NAME:

ADDRESS:

CONTACT NOS:

(Mobile)

(Home)

(Work)

DAY OF FUNCTION:

DATE:

START TIME:

FINISH TIME:

	OPENING			CLOSING		
	Clean	Average	Dirty	Clean	Average	Dirty
<i>Please tick appropriate box</i>						
Times hall opened and closed by Security						
Outside cleanliness eg. Glass bottles & rubbish						
General cleanliness						
Kitchen cleanliness						
Bathroom cleanliness						

DETAILED COMMENTS: (eg information on any noted problems/maintenance requirements/issues arising on the night)

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.....

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I the undersigned agree that the above information is correct.

Opening:

.....
Hirer

.....
H & H Security

Closing:

.....
Hirer

.....
H & H Security

Office Use Only

Bond recommended for refund.

YES / NO

If no, explanation required:

.....