



APPLICATION FOR THE USE OF COMMUNITY FACILITIES

**CASUAL HIRE**

**SECTION 1 – Hirer Details**

Name of Hirer/ Organisation			
ABN (if applicable)			
Postal Address		Postcode	
Home Phone		Work Phone	
Mobile*			
Email			

\*You must provide a mobile number on which can be contacted in the event of an emergency

**SECTION 2 – Facility Hire Information**

Name of Facility		Room	
Date of Hire		Day	
Times of Hire	Start		Finish
Purpose of use			
Number of attendees			
Will alcohol be present?	Yes**		No
Other special requirements			

\*\*Please note that you MUST have approval for the Consumption of Alcohol. This permit ("Safe Party/ Function Notification Form") needs to be obtained from Camden Police Station.

If you are having an 18<sup>th</sup> or 21<sup>st</sup> birthday party this permit must be personally signed by the Licensing Co-ordinator. Contact Camden Police on telephone 4655 0599 to make an appointment.

If you are selling alcohol you must obtain a temporary function licence through the Licensing Police.

**SECTION 3 – Permits and Licences**

Please ensure that the relevant documents are attached			
Alcohol Permit Required if alcohol will be available at your function		Staff initials	
Security Staff Confirmation On security company letterhead. Required for 18 <sup>th</sup> and 21 <sup>st</sup> Birthdays		Staff initials	

**SECTION 4 – Facility Hire Fees**

Hire Fee	\$		Bond	\$	
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### SECTION 5 – Credit Card Payment Option

If you are mailing this form and would like to pay the hire fee by credit card please include your credit card details below.

	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Bankcard
	Card Number:		Expiry Date:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on Credit Card			
Signature			
Hire Fee	\$		
	Would you also like to pay the bond using the same credit card?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### SECTION 6 – Booking Source

How did you hear about Council's Facilities (Please tick appropriate box)				
<input type="checkbox"/>	Internet	<input type="checkbox"/>	Previous Visit	Other (please give details):
<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Yellow Pages	

**Before keys to the facility will be issued you must read and sign the attached Terms and Conditions of Hire.**

#### FOR OFFICE USE ONLY

Reservation Number: \_\_\_\_\_

Date Hire Fee Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Date Bond Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

Key Issued Date: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Key Returned Date: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

## Terms and Conditions of Hire

**Council has given Police the authority to enter the facility at any time prior or during the function as they see fit.**

### ***The hirer must***

- Be over 18 years of age to book the facility and sign the Terms and Conditions.
- State precisely the type of activity to take place in the facility.
- Under no circumstances enter any areas other than the section hired.
- Adhere strictly to the hiring hours. There is no free set up time – all hirers should take into account set up and cleaning time before making a booking. Being in the facility outside the time of hire may result in an alarm sounding and/or a security patrol being called. This will result in a fee being deducted from the hirers bond.
- Not enter the premises prior to or after your function. Hirers are not permitted to enter the premises outside the booked time to inspect, set up or pack up, deliver or collect equipment such as juke boxes or clean the facility. This must all be done during the period of hire.
- Ensure that the function ceases by 12midnight and guests have vacated the facility and surrounding area by 12.30am.
- Be responsible for the conduct of any visitor/ guest either invited or otherwise during the hire period and ensure the attendance at the event does not exceed the maximum capacity of the facility. The cost of any damage caused by any person during the function will be charged to you as the hirer.
- Ensure that guests leave the facility in an orderly manner with respect to surrounding neighbours. The hirer will be responsible for any damage or inconvenience to any residents during the function and/ or when leaving the premises and will be charged accordingly.
- Be responsible for the noise level of the function.
- Be responsible for the provision and consumption of alcohol while at the facility – a “Safe Party/ Function Notification Form” must also be obtained from the police with a copy given to council or keys will not be issued.
- Engage the services of licensed security guards when deemed necessary by Council – the hirer is responsible security management. Written confirmation must be provided to Council before keys will be issued.
- Register your party with the Police if Alcohol is to be present and provide a copy of the Safe Party Form to Council or keys will not be issued.
- Notify police immediately if there is any threat of trouble.
- Report any accidents or injuries which occur while at the facility during times of hire to Council Customer Service upon return of your key or as soon as possible.
- Ensure the facility, including the surrounding outside areas, is clean and all windows and doors are locked when leaving the hall and where required, the alarm is activated.
- Ensure that there is no smoking inside the facility.
- Ensure no pets or animals are on premises.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.

### ***Keys***

- Keys and alarm codes and instructions for use must be collected from Council’s Customer Service desk, no later than 4.00pm on the working day prior to hire. This is located on the ground floor of the Council administration building at 19 Queen Street Narellan, next to the Narellan library.
- Keys will not be available for collection on Weekends or Public Holidays due to the Customer Service desk being closed.
- Keys must be returned by 4.00pm on the next working day after hire.
- At no time can the hirer make a duplicate copy of the key issued or change existing locks in any of the facilities.
- Hirers are not permitted to use their own locks on cupboards or storerooms.

## ***Security Staff***

- A minimum of 1, but preferably 2 or more licensed Security staff is required to be present at all 18<sup>th</sup> and 21<sup>st</sup> birthdays, and any other function Council determines to be "high risk".
- The security guard(s) must be employed for the duration of the function as well as half an hour after the function has ceased.
- It is the responsibility of the hirer to provide written evidence, on the security company letterhead, that a licensed security guard has been engaged, including the security license number of the guard(s) attending, at the time of collecting the key. If no proof is produced the key will not be issued.
- Hirers are reminded that they are fully responsible for the engagement and management of their security guards.

## ***Consumption of Alcohol***

- The Hirer must have approval for the Consumption of Alcohol.
- If Alcohol is to be consumed at the function a "Safe Party/ Function Notification Form" needs to be obtained from Camden Police Station, with a copy given to council or keys will not be issued.
- If you are having an 18<sup>th</sup> or 21<sup>st</sup> birthday party this permit must be personally signed by the Licensing Coordinator.
- Contact Camden Police on telephone 4655 0599 to make an appointment.
- If you are selling alcohol you must obtain a temporary function licence through the Licensing Police.

## ***Cleaning***

**Hirers are required to bring their own cleaning equipment and products.** The facility must be left clean and ready for the next user. This includes:

- Sweeping and mopping the floor. Any spills are to be mopped with warm water only.
- Wiping down all benches, tables chairs and fridge.
- No food or drink should be left on the premises and especially in the refrigerator.
- All rubbish to be placed in bags and disposed of in the dumpster or Sulo bins provided before leaving. Any excess rubbish to be taken from the premises by the hirer. Recycle if possible.
- Toilets and Kitchen floors need to be cleaned, swept and mopped.
- Tables and chairs stacked and returned to the storeroom, all furniture should be accounted for.
- The outside area, including the car park to be free of litter.
- Please report if the facility was not found in a clean and tidy state – Photographic evidence is required for proof of unsatisfactory condition of the facility prior to hire.

## ***Damage and Breakages***

- All breakages must be reported to Council's Customer Service staff on 4654 7777 as soon as possible.
- The hirer is responsible for the full replacement cost of any damages or breakages to the facility, its fittings and contents, and the surrounding grounds or any additional cleaning that is required.
- The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing will be deducted from the bond.
- If a fire alarm is activated unnecessarily the hirer will be liable for the fine issued by NSW fire brigade.

## ***Parking Noise and Surrounding Residents***

- The facility is located in a residential area therefore it is expected that the surrounding residents be respected.
- The hirer is responsible for the preservation of good order during and following the hire of the facility.
- Vehicles should not obstruct access to driveways or restrict parking in the street. Please use the car park provided.
- All music and noise levels must be kept at an acceptable level and music must cease at 12.00am. The facility and car park must be clear by 12.30am.

### ***Public Liability Insurance***

- Casual hirers are covered under Camden Council's Public Liability Policy.

### ***Personal Property/Storage***

- All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior arrangement has been made with the Coordinator, Facilities.
- Please note all hirers are responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by Council's insurance policy.

### ***Decorations***

- Decorations are welcome at the facility however they must all be removed at the conclusion of the function, and must not damage the facility.
- Helium balloons get stuck on ceilings and twisted around fans causing a fire hazard and are therefore **not permitted. The cost of removing any helium balloons left behind will be automatically deducted from the hirers bond.**
- Streamers and balloons must not be hung from the ceiling fans.
- NO smoke machines are allowed.
- Throwing of confetti, glitters, sprays, poppers or rice are not permitted.

### ***Smoking***

- To restrict fire safety hazard and overcome hazards of passive smoking Council has adopted a non-smoking policy. As such no smoking is permitted inside Council's community facilities.

### ***After hours number***

- Council has an after hours number, 4654 7777, to be used in the event of an **Emergency only**. An example of an emergency is a fire in the facility.
- If the after hours number is called for any reason other than an emergency **all costs associated with the call will be charged to the hirer**, regardless of whether someone is required to attend the facility.
- For an emergency please also call 000 if it is justified.
- If the facility is not clean or there is any minor damage to the facility, or there is any other problem, please report this to the Customer Service Officer when you return the keys, **do not call the after hours number**.
- Please note that **A fee may be deducted from the bond** if a call out by the security company is required associated with keys accidentally locked in the building, the alarm code is forgotten or misplaced, the evacuation alarm is activated for a non-emergency (including accidentally) or for any other reason.

### ***Fees and Bond***

- The total fee must be paid to confirm your booking.
- No tentative bookings will be accepted.
- The bond is to be paid prior to hire, or upon collection of keys. This can be paid at Council's Customer Service desk at 37 John Street Camden or 19 Queen Street Narellan.
- An inspection will be conducted after the function. The bond will be returned by cheque within 21 days dependant on the hirer having met the Terms and Conditions of hire.
- Council is able to cancel all or any such future bookings if required.

### ***Cancellation of Bookings***

- All cancellations and requests for changes to bookings must be made in writing to the Coordinator Community Facilities.
- Hire fees are non-refundable and non transferable if less than 14 days written notice has been given.
- If more than 14 days notice has been given, the hire fee will be refunded by cheque within 21 days.

### ***Facility specific information***

- Harrington Park Community Centre - A barbeque is available for use. This requires a separate key and must be requested at the time of booking.
- Toilets at Birriwa Reserve Clubrooms, Harrington Park Clubrooms and Jack Nash Clubrooms are available for use by users of the adjoining sports fields and tennis courts.
- There is an internal door in the Birriwa Reserve Clubrooms separating the main hall from the toilet areas. This door must be locked at the conclusion of your function.

***Council reserves the right not to accept any booking considered inappropriate for the facility and shall in no way be liable for any loss or damage suffered by the hirer, or any firm or corporation supplying any article or service to the hirer.***

***Failure to abide by the Terms and Conditions of hire may result in partial or full loss of bond.***

***Please sign the following page to confirm that you have read and understood the Terms and Conditions of hire.***

Completed hire forms can be returned to  
Councils Customer Service Desk or  
mailed to PO Box 183 Camden NSW 2570.

For assistance with this form please contact 4654 7777.

## **SECTION 7 – Agreement**

I, the hirer, have read and fully understand the “Terms and Conditions of Hire”.

I understand my responsibilities in relation to the hire of the facility and that any breach of these terms and conditions will result in the full or partial loss of my bond.

I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring in accordance with the terms and conditions of hire.

Name:			
Signature		Date:	