

Community Facilities Hire Application Halls and Centres



**ALL APPLICATIONS MUST BE RECEIVED BY COUNCIL AT LEAST
28 DAYS PRIOR TO INITIAL BOOKING DATE**

Applicant/ Hirer Details

Ms/Mr/Mrs/Other (Please State)	Family Name	Given Name
Address		
Organisation Name (if applicable)		
Mailing Address (if different from above)		
Tel I (Home/ Work/ Mobile)		Email :

Bayside West – Choose a venue

Cost - Monday to Sunday 8am – 10pm \$27.00 per hour (min. of 3 hours)

Key Deposit \$62 (Refundable)

<input type="checkbox"/> Arncliffe Senior Citizens Centre	<input type="checkbox"/> Rockdale Senior Citizens Centre
<input type="checkbox"/> Bexley Community Centre	<input type="checkbox"/> Sans Souci Literary Institute
<input type="checkbox"/> Brighton Meeting Room	<input type="checkbox"/> Syd Frost Hall
<input type="checkbox"/> Kingsgrove/ Bexley North Community Centre	

Bayside West - Choose a venue

Cost - Refer to Bayside Council's Website Fees & Charges www.bayside.nsw.gov.au (min. of 3 hours)

Key Deposit \$62 (Refundable)

<input type="checkbox"/> Coronation Hall – Arncliffe (Refer attached Conditions of Use)	<input type="checkbox"/> Elizabeth Hall - Arncliffe
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Bayside East – Choose a venue

Cost - Refer to the Bayside Council's Website Fees & Charges - www.bayside.nsw.gov.au

Alf Kay Eastlakes Community Hall – Select 1 of the following:	<input type="checkbox"/> Auditorium OR
	<input type="checkbox"/> Large Meeting Room OR
	<input type="checkbox"/> Small Meeting Room
<input type="checkbox"/> Hillsdale Community Hall	

Costs from July 2018 to June 2019

Office Use Only	Receipt No	Date	\$
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Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Eastgardens Customer Service Centre

152 Bunnerong Road
Eastgardens NSW 2036, Australia
ABN 80 690 785 443 Branch 004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre

444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299

F 02 9562 1777

E council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

Postal address: PO Box 21
Rockdale NSW 2216



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διεργμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

14/119431 July 18 – June 2019

Will Alcohol Be Served	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, it is being served: Written Permission from Council is required. Council reserves the right to request police notification of the event.	<input type="checkbox"/> It is being sold: On-License Liquor permit obtained from the NSW Department of Gaming and Racing and a copy is attached

Please complete the following:

Date required ____ / ____ / ____ If multiple dates are required, please attach sheet with your dates & times	
Arrival Time: _____ am/pm	Departure Time: _____ am/pm
Description of Activity or Function: (Please give accurate description)	

Council may under certain circumstances provide a 50% discount on fees charged to hire community facilities. This discount is available to registered charities or not-for-profit groups who:

- a) Provide copies of certification or incorporation
- b) Demonstrate that the activity benefits local Bayside residents

If you think you may qualify for a 50% discount please complete the following section of the form.

Hirers Applying for a Concession *(All previous hirers must submit complete and current documentation each year)*

Please circle & complete the following:

Y	N	I am applying for concession fee on behalf of a not-for-profit group
Y	N	I have attached the Certificate of Incorporation and Constitution for my group
Y	N	I have attached proof that the group is physically located within the Bayside Local Government Area, or that at least 50% of its members reside in the Bayside Local Government Area
Please state how your organisation is providing a service or benefit to the communities of the Bayside Local Government Area:		
.....		
.....		

Declaration

I have been presented with and have read the Conditions of Use of hire attached and agree to abide by them.

Applicant's Signature	Date ____ / ____ / ____
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Community Facilities & Seniors Citizens Centres

Conditions of Use

All Permit holders are bound by the Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its recreational and community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all recreational and Community facilities owned or managed by Council. First priority for use of Seniors Centres shall be given to non-profit Senior Citizens groups from the Bayside local area.

1. In the event of cancellation, unless 14 day notice is given, no refund will be made.
2. All use is subject to there being no conflict with existing user groups.
3. For the benefit of all user groups, the Centres must be left in the same condition in which it was found. All user groups are responsible for their own cleaning.
4. Please note it is your responsibility to advise Council if you notice problems requiring repair or maintenance, particularly anything which may impact on the safe use of the building. This can be done by ringing the Council's Customer Service Centre on **1300 581 299**.
5. All breakages/ damages to property must be reported immediately to Council.
6. All lights and heaters must be switched off at the end of use.
7. No permanent decorations or fixtures are to be erected without the permission of Council.
8. Authorised groups are responsible for the security of the Centre's key. Keys are not to be issued to other groups or individuals without Council permission.
9. A key deposit is required at time of booking in accordance with Council's Adopted Fees & Charges. This will be refunded upon completion of booking.
10. All doors and windows are to be secured and locked at the end of use.
11. Smoking and consumption of alcohol is prohibited.
12. Nails, pins, screws, drawing pins or adhesive tape must not be used to affix decorations. The erection of flags, bunting, or other decoration or the placing of any other structure in the premises must be carried out with the approval, and under supervision of Council's Caretaker. Balloons must be tied down and not allowed to rise to the ceiling otherwise removal costs may be incurred.
13. Noise emanating from the premises is to be kept to a level that would give no cause for complaints from residents of the area and maintained to conform to the Noise Control Act.
14. The hirers are responsible for ensuring their guests are made aware of fire exits and fire fighting facilities within the premises.
15. Council reserves the rights to revise fees and charges from time to time as may be found necessary.
16. All hirers using Council's facilities more than 10 times per year must provide evidence to Council of Public Liability Insurance. Any incorporated bodies, Sporting Clubs, Associations and Commercial Groups or Commercial type bookings must have cover to a minimum of \$10 million. Other non- profit Community Groups or individuals must have cover to a minimum of \$5 million. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.
17. The hirer shall indemnify Council against any claim for compensation arising out of any action by the hirer or any person or persons carrying out work on behalf of the hirer.
18. Council will endeavour to process all applications within three working days where possible.
19. Council reserves the right to include additional conditions to the permits where deemed necessary by council.
20. Approved users of Council's Recreation and Community facilities are not permitted under any circumstances to allocate or sublet facilities that they have been allocated under a permit to other groups and users whether for financial gain or not without written consent from Council.
21. Failure to observe these conditions could lead to suspension or cancellation of booking.

Coronation Hall - Conditions of Use

All Permit holders are bound by the Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its recreational and community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all recreational and community facilities owned or managed by Council.

1. APPLICATIONS

Council will endeavour to process all applications within three working days where possible. Council reserves the right to include additional conditions in the permits were deemed necessary.

2. DEPOSIT BOND

To confirm the booking, the hirer is required to forward payment of the security bond within 14 days of the application, together with the signed agreement form. If such bond is not lodged, the application will not be approved. Balance of fees is payable at least 21 days prior to the function.

3. REFUND OF BOND

If there has been no damage to the venue and no additional cleaning costs are incurred, the bond will be refunded automatically, usually within 21 days. Guests must vacate the hall no later than 15 minutes after nominated time. If the hall has not been vacated by the schedule time, a surcharge on hourly overtime's rate will be deducted from the bond.

4. PUBLIC LIABILITY INSURANCE

All hirers using Council's facilities more than 10 times per year must provide evidence to Council of Public Liability Insurance. Any incorporated bodies, Sporting Clubs, Associations and Commercial Groups or Commercial type bookings must have cover to a minimum of \$10 million. Other non-profit Community Groups or individuals must have cover to a minimum of \$5 million. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.

5. COMPENSATION

The hirer shall indemnify the Council against any claim for compensation arising out of any action by the hirer or any person or persons carrying out work on behalf of the hirer.

6. REVISION OF CHARGES

Council reserves the right to revise fees and charges from time to time as may be found necessary.

7. ATTENDANTS

The promoters of public functions are required to provide one adult attendant per 100 persons attending. The attendant must be capable of maintaining order at the function. Such attendants are to be responsible to and under supervision of Council's Caretaker or Authorised Officer.

8. CONDUCT

The hirer is responsible for the conduct of each and every person in attendance at the function. Children must be supervised at all times by a responsible adult, and they are not to be left unattended. Children are not allowed outside the hall.

9. MUSIC

No music allowed in Coronation Hall on Sundays

10. DELIVERY OF GOODS

Before delivery of soft drinks, flowers etc are made to the premises for any function, prior arrangement must be made to facilitate access to the building between the hours specified.

11. ALCOHOLIC BEVERAGES

Under no circumstances will the sales of liquor be permitted without an appropriate License Liquor permit obtained from the Department of Gaming and Racing. The permit must be sighted by Council's Authorised Officer prior to the function and it must be available for inspection. Under no circumstances are kegs or bulk containers allowed in the Hall or the surrounds of the Hall. Contravention of this clause will result in the termination of the hire.

The serving or sale of liquor must cease 30 minutes prior to the nominated closing time. Organisations and sporting clubs with a liquor license and permission from Council to serve alcohol on the premises **cannot** under the NSW Liquor Act give permission to, allocate the license to, or allow groups not named on the license to serve alcohol on Council premises.

12. CATERING

Caterers must provide evidence of Worker's Compensation Insurance to Council when bookings are confirmed.

- (a) Barbecuing of food within the building, and its surrounds is not permitted.
- (b) Caterers or other persons using the kitchen must leave it in a thoroughly clean condition.
- (c) Premises must be vacated no later than half an hour after the nominated time of the booking. Should this not be observed, a surcharge will be applicable.

13. TABLE COVERING

Hirers requiring Council's tables must provide suitable cloths or other means of covering for all such tables. Such cloth or covering is to be approved by Council's Caretaker or other Authorised Officer. **THE USE OF ADHESIVE TAPE IS STRICTLY PROHIBITED.**

14. OBJECTIONABLE MATERIALS

The bringing into the premises or use therein of confetti, chewing gum, fireworks, seeds in shells or any articles deemed by Council's Caretaker or Authorised Officer to be objectionable, is expressly prohibited.

15. DECORATIONS

Nails, pins, screws, drawing pins or adhesive tape must not be used to affix decorations. The erection of flags, bunting, or other decoration or the placing of any other structure in the premises must be carried out with the approval, and under supervision of Council's Caretaker. Balloons must be tied down and not allowed to rise to the ceiling otherwise removal costs may be incurred.

16. NOISE CONTROL

Noise emanating from the premises is to be kept to a level that would give no cause for complaint from residents of the area and maintained to conform to the Noise Control Act.

17. ELECTRICAL EQUIPMENT

No interference with the stage lighting and sound system and electrics will be allowed without the approval and supervision of Council's Caretaker or other Authorised Officer. All lighting/ sound and electrics to be left at setting prior to alterations unless requested by Caretaker.

18. CLEANING

The Hall, foyer, toilets, kitchen, dressing room, and stage must be left in a reasonable clean condition. Drink containers, properties or materials brought by the hirer or any persons on his/ her behalf, must be removed. At the completion of the function, all rubbish must be removed from the facility and placed in the Council's bins provided.

19. SMOKING

Smoking within the building is strictly prohibited.

20. PARKING

No parking is allowed in the Arncliffe Community Centre Premises.

21. REFUSED OR CANCELLED FUNCTIONS

Council reserves the right to transfer any booking if the facility is required for a public meeting or Council's function. Council expressly reserves the right to refuse to accept a booking, or to cancel any engagement already made, and the Council shall not be liable in any way for any loss or damage or otherwise as a consequence of the exercise of this right. In these circumstances, Council may refund any portion of amounts paid on account of fees if such refund is considered warranted.

22. THEATRICAL GROUPS

Staff/ Guests are not permitted to enter the premises for rehearsals, set up or any other reason prior to the scheduled time, and the hall has to be vacated at the specified time.

23. REHEARSALS

Must finish by 10.30pm. Premises must be vacated no later than 11pm.

24. ADDITIONAL CONDITIONS

Council reserves the right to include additional conditions to the permits were deemed necessary by Council.

25. FIRE EXITS

The hirers are responsible for ensuring their guests are made aware of fire exits and fire fighting facilities within the premises.