

# Community Facilities Hire Application Halls and Centres



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

**No private functions in Community Halls**

## 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 :

## Select a Venue

**Cost - Monday** to Sunday 8am – 10pm \$28.00 per hour (min. of 3 hours) Key Deposit \$60 (Refundable)

<input type="checkbox"/> Bexley Community Room <input type="checkbox"/> Brighton Meeting Room <input type="checkbox"/> Kingsgrove/ Bexley North Community Centre	<input type="checkbox"/> Sans Souci Literary Institute
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**Cost - Monday** to Sunday 8am – 10pm \$38.00 per hour (min. of 3 hours) Key Deposit \$60 (Refundable)

<input type="checkbox"/> Syd Frost Hall <input type="checkbox"/> AS Tanner Hall	
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**Cost - Refer to Bayside Council's Website Fees & Charges [www.bayside.nsw.gov.au/feescharges](http://www.bayside.nsw.gov.au/feescharges) (min. of 3 hours)**  
Key Deposit \$60 (Refundable)

<input type="checkbox"/> Coronation Hall – Arncliffe (Refer Conditions of Use)	<input type="checkbox"/> Botany Town Hall (Refer Conditions of Use)
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**Cost - Refer to Bayside Council's Website Fees & Charges [www.bayside.nsw.gov.au/feescharges](http://www.bayside.nsw.gov.au/feescharges) (min. of 3 hours)**

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

## Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

## Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

T 1300 581 299 | 02 9562 1666

Telephone Interpreter Services: 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

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
<b>Description of Activity or Function:</b>   	

Council may under certain circumstances provide a 50% discount on fees charged to hire community facilities. You must apply for a 50% Fee Waiver Application and email it to [grantsanddonations@bayside.nsw.gov.au](mailto:grantsanddonations@bayside.nsw.gov.au). 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 by providing a list of members
- c) Complete the Fee Waiver Application Form

If you think you may qualify for a 50% discount please complete the Fee Waiver Application Form. It may take up to 1 month for a Fee Waiver Application to be assessed.

**Hirers Applying for a Concession. Please attach Fee Waiver Application and List of Members**  
*(All previous hirers must submit complete and current documentation each year)*

**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

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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.

### **NO PRIVATE FUNCTIONS IN COMMUNITY HALLS**

1. In the event of cancellation: 7-14 days' notice is given, 50% refund will be made, less than 7 days' notice 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. Fee increases will be passed onto hirers as at 1 July yearly.
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 \$20 million. Other non- profit Community Groups or individuals must have cover to a minimum of \$10 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

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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 as soon as possible. Council reserves the right to include additional conditions in the permits where 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 \$20 million. Other non-profit Community Groups or individuals must have cover to a minimum of \$10 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. 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.

## **10. 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.

## **11. 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.

## **12. SMOKING**

Smoking within the building is strictly prohibited.

## **13. PARKING**

No parking is allowed in the Arncliffe Community Centre Premises.

## **14. 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.

## **15. ADDITIONAL CONDITIONS**

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

## **16. FIRE EXITS**

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