

BAYSIDE COUNCIL ARNCLIFFE YOUTH CENTRE



EXPRESSIONS OF INTEREST (EOI) – GUIDELINES AND CONDITIONS OF HIRE

Bayside Council is seeking Expression of Interest (EOI) submissions from individuals and groups (existing and new hirers) wishing to hire Arncliffe Youth Centre spaces on a regular basis for the period from Monday 3 July 2023 to 22 December 2024.

ABOUT THESE GUIDELINES

These guidelines are intended to provide all the information prospective hirers may require prior to lodging an EOI through bookable. If you require further information or assistance, please call Arncliffe Youth Centre 02 9366 3892 or email arncliffeyouthcentre@bayside.nsw.gov.au to your inquiry

DEFINITION

A regular hirer is defined as a person or group who wishes to hire Arncliffe Youth Centre spaces (courts, meeting rooms or multipurpose area) for 10 or more bookings per calendar year.

APPLICATION PERIOD

Applications open on **Friday 14 April 2023** with all applications to be received by **Friday 12 May 2023**.

No booking request received after this date will be considered as part of the EOI process. However, might be possible to hire Arncliffe Youth Centre spaces where vacancies exist, after the EOI process has been completed.

General:

Bayside Council occasionally host large annual events, necessitating the cancellation of a regular hirers booking. Wherever possible, cancellations will be communicated with a minimum of 14 days' notice and an alternate venue will be offered. Where this is not possible or the hirer does not take up the offer, the hirer will receive a full refund of any fees paid.

Unforeseen circumstances which lead to Arncliffe Youth Centre being unsafe could lead to cancellation of bookings – full refund of any fees will be made.

Arncliffe Youth Centre staff are always available during operational hours.

Bayside Council Youth Services will be delivering regular programs in the spaces.

Arncliffe Youth Centre meeting rooms are listed in table 1 (page 3) of the EOI guidelines. Prior to selecting your preferred meeting room, applicants should consult the table to determine the suitability. Please note courts will be assigned based on suitability. Hirers should consider the limitations in availability when making their application. Please ensure that you have read this document completely before proceeding with your booking request. Hirer time include set up and pack down time – no access to spaces prior to booking time.

PROCEDURE FOR ASSESSING APPLICATIONS

Council officers will assess all applications against the following criteria. All applicants will be notified of the outcome of their application as soon as possible after the application processes has closed.

ASSESSMENT CRITERIA

Objectives

The expression of interest (EOI) process aims to;

ensure fair access and equity within the hiring of Arncliffe Youth Centre

- activate and maximise the use of the centre by providing a wide range of activities that benefit Bayside's Young People and Community.
- Generate income to support the delivery of services for young people and contribute to the management and upkeep of the centre

To assist in meeting these objectives Council officers will take the following evaluation criteria into account when assessing applications through the EOI process.

- Priority of allocation will be for activities that;
 1. align with the design and purpose of the facilities and spaces
 2. engage, support and service our young people
 3. Service our Bayside residents and community

Other Considerations;

4. Community Contribution
5. Financial
6. Community Outcomes
7. Governance

Following the assessment of all applications, one of the following outcomes will be reached:

- Where an application meets the assessment criteria and no other group has requested the same booking time, an offer will be made to the applicant. The applicant will be required to submit a copy of their current Certificate of Currency with Public Liability Insurance of twenty million (\$20,000,000), and Bayside Council noted as an interested party.
- When two or more groups have requested the same time and space, allocations will be made in line with the assessment criteria. The applications and their suitability to the selection criteria will be referred to the Director City Life and or Manager Libraries and Lifestyle for resolution. Groups will then be advised of the outcome.

COMPLYING WITH THE TERMS AND CONDITION

- Upon receiving a booking confirmation hirer are committed to utilise the facility on the dates and times as specified in their booking.
- If hirers wish to change the details of their booking after commencement, they must login to their Bookable account and submit their amendments.

How do I apply or get more information?

An application can be completed online through our [Online Booking System](#). Step by step instructions can be found in the attached PDF document.

All forms such as Certificate of Currency and supporting documentation should be uploaded in the *required document* section of your booking.

If you would like more information or require assistance, please email arncliffyouthcentre@bayside.nsw.gov.au

TABLE 1. List of spaces at Arncliffe Youth Centre

Space	Facilities Available	Capacity	Description/suitable users
2 x Multi Sport Courts	Basketball Volleyball Netball Table Tennis Badminton (upper court only)	Upper level – 615m square Ground Floor – 675m square Grandstand – 282m square	The courts are designated for sporting and recreational activities only, due to their specialised surface. The courts are ideal for but not limited to programs like grassroots participation, skill development and elite training programs through to competition sports, gala days and/or youth participation programs.
Multipurpose Space	Tables & chairs	120pax	The Multipurpose and Function Space has a broad use due to its configuration and flexibility. The space can be used in its entirety or broken-down using room dividers to create 1 or 2 breakaway rooms. The space is ideal but not limited to programs like fitness classes, group activities, presentations, training, meetings and small functions. The space is audio and visual compatible.
Commercial Kitchen		30m square	The space is designed to provide catering services for programs, activities, functions, and services delivered from the facility. Its self-contained amenity lends itself to cooking and food-based activities – ideal for cooking classes, workshops, educational programs with skilled facilitators. Commercial equipment includes - fridge, freezer, dishwasher, oven with 4 hotplates, warmer, microwave, rangehood, sandwich press and bain-marie. Can service the Multi-purpose Space.
Music and Meeting Room	Tables & chairs	20pax 37m square	The space is designed for music-based activities and its acoustic design also lends the space to quiet activities, contemplation, and meetings. The space is not a working recording studio but could facilitate music workshops by utilising portable equipment and skilled facilitators. The space is audio and visual compatible
Arts Studio and Activity Room	Tables, chairs, sink and bench	30pax 45m square	The space is design for artistic and creative based activities and its self-contained amenity lends itself to art programs, creative workshops,

			educational programs and small group activities. The space is not a working art studio but could facilitate workshops utilising portable equipment and skilled facilitators. The space is audio and visual compatible and has a wash area.
Office Space 3		12.5m square	Standard office layout, power points, desk, and chairs
Office Space 4		15.5m square	Standard office layout, power points, desk, chairs, and mini kitchenette

GENERAL TERMS AND CONDITIONS OF HIRE BAYSIDE COUNCIL ARNCLIFFE YOUTH SERVICES

Successful applicants will agree to the Bayside Councils Terms and Conditions for Arncliffe Youth Centre upon completion of the EOI process for the duration of Monday 3 July 2023 to 22 December 2024.

Prior to the commencement of hire, all hirers will be required to accept the Terms and Conditions as an to acknowledge they have read and agree to the Bayside Council's Conditions of Hire.

The following terms and conditions of hire apply to Arncliffe Youth Centre. Failure to meet these conditions in full may result in the cancellation of the hirers agreement.

NB: Where the hirer appoints a representative to run an activity on their behalf, the hirer named in the agreement is responsible for ensuring that their appointed representative is aware of and adheres to all conditions during the period of hire.

Access and Use of the Venue

- It is the responsibility of the Hirer to read, comprehend and implement the Public Health Order at all times.
- Hirers can only access the space during the dates and times specified in their booking.
- Hire times must include set up and pack down time – no access to spaces prior to booking time for drop off or deliveries.
- Set up and pack down must be undertaken by the hirer.
- Council reserves the right to control the venue including all means of entry and exit, and the timing of opening and closing the doors and admission of the public (including the right to refuse admission to any person or persons).
- The hirer, or the hirers representative, must be in attendance before the advertised start of the booking and at the end of the booking.

- The hirer is responsible for the conduct of all patrons to ensure that no disorderly or unlawful behaviour is permitted in connection with the use of the facility, in/or around the facility, car park and surrounding areas.
- Smoking and consumption of alcohol is prohibited in all Bayside Council's Venues including Arncliffe Youth Centre.
- The hirer, while on the premises, shall abide by any directives given by Council, and its representatives.
- The hirer shall not use the address of the venue as their mailing address.
- No jumping castles, inflatable equipment, animal farms, softplay sets etc in bookable spaces
- 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.
- No pets or animals are allowed on the premises with exceptions as per Disabilities Act, (Environmental Protection Act).

Security Bonds

- A security bond maybe required to be paid by all hirers prior to the commencement of their booking. The amount of bond will be between \$500 and \$1000.
- The security bond will be held until the venue is inspected.

Insurance

- All Regular Hirers are required to have Public Liability Insurance for no less than twenty million dollars (\$20,000,000), in which Bayside Council must be named on the Certificate of Currency. Council's Insurers do not insure the hirer and/or the person on whose behalf the hire is made.

- The hirer agrees to indemnify Council against all costs and any claim that may arise from the hirers use of the facility.

Equipment

- The hirer is required to ensure that all venue equipment and/or furniture is cleaned and neatly returned to the correct default position and must be in the same condition in which it was found.
- All required resources/equipment must be brought in by the hirer.
- All resources/equipment brought in by the hirer must be removed from the premises no later than the finishing time specified on the booking.
- Loss of personal items/equipment including balls is not at the responsibility of council - Arncliffe Youth Centre
- Nails, pins, screws, drawing pins, blue-tack 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. Balloons must be tied down and not allowed to rise to the ceiling otherwise removal costs may be incurred.

Safety

- Fire Equipment including fire hoses, extinguishers and fire blankets are provided in Council's venues as a requirement by law. The hirer must advise if any fire equipment is used in any way. Misuse of this equipment will result in the forfeiting the hire and the discontinued use of Council venues.
- Emergency evacuation procedures are located at each space and all hirers and their guest must follow council staff's instructions in the event of an emergency.
- Hirers are responsible for the provision of all first aid supplies for their participants and a nominated first aid officer must be present at each booking.
- The hirer must always keep exits clear. Blocking a fire exit is unlawful.
- Use of dangerous goods – The hirer must not bring or permit any smoke machine, flame, candle, incense burners, explosive, fuel, ammunition, pyrotechnic, firearm or flammable liquid or substance, or any dangerous weapon to be brought into, or used within any space at Arncliffe Youth Centre.

Cleaning

- The hirer must leave all hired spaces in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, wiping down all chairs and

tables, and sweeping floors if required to return the space to a clean condition.

- If a hirer finds a space in an unfit state, they must report this to council staff at the time.

Smoking

- Smoking is not permitted in any of Bayside Council's premises.

Damages

- All hirers must report all incidents of damage plus details of any accidents occurring during their hire to council staff.
- Arncliffe Youth Centre is multi-use with differing flooring surfaces - concrete, tiles, carpet and others. The hirer must ensure that the activities carried out during the period of hire will not damage the floor surface of the space being hired e.g., tables and chairs must not be dragged across floors.
- The hirer is responsible for the full replacement cost of any damages or breakages to the facility fittings and contents, and/or any additional cleaning that is required.
- Bayside Council accepts no liability for the loss or damage of any equipment or personal effects lost by the hirer or people attending their activity.

Noise Controls

- 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.
- The hirer must immediately comply with any request from the Council officers to reduce sound levels.
- All hirers must ensure that their activities do not impact on local residents living in close proximity to the venue, or other hirers using other areas of the same venue.

Child Safe Practices

- Any services, activities or other operations being conducted or delivered by the Hirer at the facility or venue are delivered independently and not on behalf of Council.
- Hirers must disclose to potential customers and stakeholders that they 'the Hirer' are an independent body from Council. Hirer is solely responsible to always ensure adequate and compliant supervision of children and young people; this includes ensuring parents/carers remain onsite where applicable.
- Hirer is solely responsible for determining, understanding, and implementing its obligations under

child protection legislation with respect to the facility, venue, the permitted use and any associated services, activities, or other operations and in this regard the Hirer must:

1. contact NSW Police on '000' if a child or young person is in immediate danger of abuse or harm;
2. contact the NSW Child Protection Helpline on '132 111' to report a child at risk of significant harm, where required under child protection legislation;
3. promptly advise Council if any circumstances change which might prevent or limit the Hirer from undertaking child-related work or complying with child protection legislation;
4. provide evidence to Council of compliance with this clause, if requested.

Advertising

- The hirer is not permitted to advertise their booking on a permanent basis on the exterior of the venue or grounds.
- No permanent decorations or fixtures (internally or externally) are to be erected without the permission of Council.
- The hirer may promote their event using A-frames however, they must be taken down at the end of the booking.

Parking

- Parking is available however it is limited spots. No hirers or guests are to park in the residential car parks.
- The hirer is not permitted to park any vehicle on the footpath in front of Arncliffe Youth Centre.

Storage

- Storage is not available at Arncliffe Youth Centre. All resources and equipment must be removed at the conclusion of each booking.

Cancellations by Council

- Bayside Councils venues occasionally play host to large annual events e.g., annual community festivals, elections etc. which may result in the need to cancel a regular hirer booking.
- Wherever possible a minimum of 14 days' notice of cancellations will be given and an alternative venue will be offered. Where this is not possible or not taken up by the hirer, a full refund of any fees paid will be made. No other compensation will be given.
- Unforeseen circumstances which lead to Arncliffe Youth Centre being unsafe could lead to cancellation of bookings – full refund of any fees will be made.

Cancellations by Hirers

All bookings are subject to Council's cancellation terms and conditions

- Cancellations for a single booking outside of 7 days of booking date will receive full refund.
- Booking inside 7 days of booking date but greater than 48hrs will receive 50% refund.
- Cancellations within 48hrs of booking date will receive no refund.
- Cancellations by Council prior the booking date will receive full refund.
- Cancellations on or after the booking date will receive no refund.
- Any credits received due to cancellations must be used within the current financial year.

Any cancellations within 7 days will be subject to the cancellation Terms & Conditions regardless of the reason.

Hire fees

- Bayside Council Fees and Charges will apply for the applied booking period.
- The Fees and Charges are reviewed annually, and any increases will be applied from 1 July each year.
- Council reserves the rights to revise fees and charges from time to time as may be found necessary.
- Councils current Fees and Charges can be found at Fees and Charges – <https://www.bayside.nsw.gov.au/your-council/doing-business-council/fees-and-charges>

Payment of fees

- Payment of fees and invoice details can be made through the customer portal.
- Council does not accept partial payments.