

APPLICATION FOR HIRE

A completed application form must be provided for all bookings. The HIRER is to abide by any reasonable direction given by CENTRE. The hirer is responsible for ensuring that the number of persons in attendance does not exceed the maximum allowable. The HIRER is responsible for the conduct of those attending the function.

CONFIRMATIONS

All applications are subject to an approval process. The CENTRE reserves the right to move a booking to a different room within the CENTRE where the new room offers the same or better facilities than the original. The CENTRE retains the right to refuse any application for venue hire. If an application has been refused any money held by the CENTRE will be refunded. Applications are not confirmed until a deposit of 30% of the full hire fee is received. This deposit is NON-REFUNDABLE. The balance of the hiring fee and any associated costs must be paid seven (7) working days prior to the function

CANCELLATIONS

All booking cancellations must be received in writing by the Venue Coordinator. No Verbal cancellations will not be accepted. In the event of a cancellation by the hirer, a percentage of the full booking charges will be forfeited as follows:

- No notice given and not appearing on the hire date: 100% of the fee is forfeited.
- Between 3 to 7 working days before the hire date: 70% of the full fee is forfeited, and 30% is refunded.
- More than 7 days before the hire date: Only the 30% non-refundable deposit is forfeited, and you will not be charged the remaining amount owed for your venue booking.

KEY

If you require a key to the FACILITY you must sign a Credit Card Authorisation Form. You must return the key within three (3) working days of the function or you will be charged a \$80 fee. The CENTRE will provide you with a security code to operate the alarm system.

INSURANCE

All hirers must have Public Liability Insurance. It is possible to obtain 'casual' insurance through North Sydney Council (see Public Liability Insurance for Hirers form).

A 'casual hirer' is defined as "a hirer of Council facilities on no more than 12 bookings in a calendar year.

The hirer must have a current public liability policy of no less than \$20 million in order to hire a room. Inappropriate behaviour of the HIRER may void the insurance. Incorporated Bodies, Clubs, Associations and commercial hirers are required to have their own insurance and must supply a copy of their insurance certificate.

RUBBISH AND CLEANING

The facility must be left clean and tidy and any rubbish removed. You must take your rubbish and recycling with you, The Centre reserves the right to invoice a fee to the hirer if the facility is left in an untidy condition. On your departure, all doors and windows must be closed and secured, heating and fans switched off and the main lights switched off. If you are the last group to leave the facility, switch off the main lights at the grey panel under the alarm pad in the hallway.

DAMAGE TO FACILITY

The hirer is responsible for loss or damage to the Centre's equipment and facilities. The Centre reserves the right to determine the cost of any damages or extra cleaning necessary outside that which is normally expected following the use of the facility. No nails, pins, balloons or posters are to be affixed to the walls. No balloons or streamers are to be attached to the fans. No helium balloons inside.

ALCOHOL CONSUMPTION AND SMOKING

Alcohol cannot be sold on the premises. The hirer must ensure that:

- No person under the age of 18 years shall be served alcohol or allowed to consume alcohol on the premises.
- Extreme caution is to be taken with beverages in aluminium cans or glass bottles to avoid damage to wooden floors or the rest of the facility.
- The Centre is a non-smoking building. Smoking is banned in enclosed public areas in NSW under the Smoke-Free Environment Act 2000 in public playgrounds and within 10 metres of
- children's play equipment.

CHILDREN

Children on the premises including playground are to be supervised at all times by a responsible adult. The hirer must ensure that children are not placed at risk upon entering or leaving the Centre building or grounds. Children are not permitted in the kitchen.

FIRE SAFETY

False alarm fee \$1500. Fire exits are to be kept clear at all times and fire regulations strictly adhered to. Corridors and foyers are to be kept clear at all times. North Sydney Community Centre is a non-smoking building. The use of smoke machines is not permitted on the premises, as they will activate the smoke alarms.

EMERGENCIES

The After Hours Number in case of emergency - 0411 597 705. It is a hirer 's responsibility to call our After Hours Number should any emergency arise. Feedback can be emailed to info@northsydneycentre.com.au. The Centre cannot be held responsible for the damage or loss of equipment left on the premises. To be fair to all hirers, it is essential that booking times be strictly adhered to. Any hirer overstaying their confirmed booking time will be asked to leave and will be invoiced for the extra time.