

Venue Hire Form



Email completed form to venue@northsydneycentre.com.au

Please note that any time/date and rooms are not guaranteed until you receive a confirmation email from NSCC.

Please wait for confirmation of your reservation from the Centre before making any event arrangements.

Applicants Details (must be over 18)

Contact Person:

Company Name:

Address:

Mobile:

Email:

Hire Details

Access to the venue is not permitted outside of the booked times and dates. There is a minimum booking of two (2) hours for parties, which also includes access to the outdoor playground. Where possible we allow 15 minutes before the booking period begins to set up and 15 minutes at the end of the hire period to pack/clean up. For longer setup/pack up times normal room hire charges apply.

Hire Date:

Time:

to:

Room you wish to hire:

Total number of guests:

Number of adults:

Number of children:

What are you intending to use the room for? (Please describe your group or activity):

First name of child's Birthday party:

Entertainment Rentals (i.e. jumpy castle etc):

Public Liability Insurance

The HIRER must have current public liability insurance of twenty million dollars (\$20,000,000). A certificate of currency must be provided. Casual insurance for community based hirers is available from North Sydney Council (who are separate to us). All 'casual hirers' must complete the appropriate insurance application form as provided by North Sydney Council and submit it with payment to North Sydney Council prior to the booking date (Check Term and Conditions).

Equipment Included (subject to availability – specify number needed below)

Please mark how many of the following equipment you require: Maximum: Trestle Tables: 13, Children Tables: 10, Adult Chairs: 30, Children Chairs: 20. If you require more than this maximum, please call the Center to discuss options.

Trestle Tables (75 x 180cm)

Children's Tables (60 x 120xm)

Adult's Chairs

Hot water urn

Portable stereo

Children's Chair

Hot water urn needs to be placed by an open window, if the fire alarm is activated it is a \$1500 call-out fee payable by the hirer to the fire dept

Yes, I have read and accept the [Venue Hire Terms & Conditions](#)

SIGNATURE:

DATE:

Credit Card Authorisation



To confirm your Venue booking a non-refundable 30% deposit will be processed using your card authorisation, on receipt of this form.

CREDIT CARD HOLDER INFORMATION

Name on Credit Card:

Card Number (Visa / Mastercard):

Expiry:

CVV (Three digits top right corner on the back):

AUTHORISATION OF CARD USE

I certify that I am the authorised holder and signer of the credit card above. I certify that all information above is complete and accurate.

I hereby authorise collection of payment of all charges for our event including a non-refundable deposit (30% of the hire fee) from the credit card information provided above. I understand the payment will be charged on separate occasions, a deposit and remaining payment for the event. North Sydney Community Centre holds the right to charge the nominated card for any additional charges/damages including post event.

SIGNATURE:

DATE:

Please email completed form to venue@northsydneycentre.com.au

Terms & Conditions



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.

Cancellation

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 return it within three (3) working days of the function. The CENTRE reserves the right to charge a \$80 fee if the key is not returned. 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.

The public liability insurance you purchase from North Sydney Council only covers the date of your booking. If you need to reschedule, a flat fee of \$25 will apply to all bookings amended after confirmation in writing. Please contact customerservice@northsydney.nsw.gov.au or call (02) 9936 8100 to arrange the amendment.

Rubbish & 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 facilities

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 & 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 venue@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.