



# Application to Hire The Drill Hall & The Studio – Sir David Martin Reserve

The Drill Hall Sir David Martin Reserve, 1C New Beach Road, Rushcutters Bay

**This form is valid until 30 June 2010**

<b>About this form</b>	Use this form to apply to use Council managed Drill Hall and Studio for: Dance, Theatre and other art form development as well as workshops associated with these uses.
<b>Documentation</b>	A hire permit will be issued to the applicant for the use of the venue. The permit must be in possession of the applicant at all times.
<b>Bookings</b>	Please call to make a tentative booking to ensure that the required time is available on (02) 9391 7170. Tentative bookings will be held for 2 weeks only. It is the responsibility of the applicant to confirm and pay for the application within that time period.
<b>Lodgement &amp; Fees</b>	See page 5.
<b>Any questions</b>	Please telephone Venue Coordinator on (02) 9391 7170

## ▼ Applicant Details:

1. **Applicant's name, address and contact details.** Title: Mr  Mrs  Miss  Ms  Other: .....

Full name (or company): .....

Given names (or ABN): .....

Postal address: .....

.....Post Code: .....

Phone (1) (...) ..... Fax (...) .....

Phone (2) (...) ..... E-mail: .....

Contact person (Only if a company etc) .....

2. **Date and Time Requested** Venue Hire Date: .....

Time: Start: ..... Finish: .....

Have you already made a tentative booking? Yes/ No

3. **Purpose:** Room you will be hiring: **The Drill Hall**  **The Studio**

Purpose of Hire:

Number of participants:

Will there be an admission charge for your function, and if yes, how much?

Will your function be advertised and where?

Please list all equipment you intend on bringing into the venue:

4. **Insurance details** Insurance Policy company:

Policy Number: Agency:

Value: Expiry Date:

**Please attach a copy of your certificate of currency to this application form.**

## ▼ Fees Due

5. Fees Due  
( Refer to  
page 5 for  
fees and  
charges)

	NO OF DAYS / HOURS	OFFICE USE ONLY	FEE
Commercial usage (film shoots etc)		Code T63	
Community/Arts/Recreation – Per hour		Code T63	
Community/Arts/Recreation – Per day		Code T63	
Community/Arts/Recreation – Per hour (minimum 2 hours)		Code T63	
Rehearsal Session ( 3 hours for a minimum of 5 sessions – Studio only)		Code T63	
Community Group, Not for Profit – Per hour (minimum 2 hours)		Code T63	
Community Group, Not for Profit – Per day		Code T63	
Community Group, Not for Profit – Per week		Code T63	
Private - Per hour (minimum 2 hours)		Code T63	
Private – Per day		Code T63	
Key/Cleaning Deposit Required		Code 28	
<b>TOTAL</b>			

## ▼ Signatures

### 6. Your declaration

I, \_\_\_\_\_ (the Applicant):

- have read and understand the conditions of hire
- have read and understand the emergency procedures, including my responsibilities in the event of an emergency evacuation at this venue
- accept that all these conditions must be complied with on the day(s) of the activities.

You indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by You arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

☒ Signature:..... Date:.....

- If incomplete, the application may be delayed or rejected.
- Council requires that hirers pay the applicable fees, in full, prior to the date of the event. The booking will not be confirmed until payment is made.

**Please return page one and two and enclosed Payment Method form (only if paying by credit card) to Council.**

### COUNCIL USE ONLY

Drill Hall – 505.1600.4949 **CODE 63**

Deposit\_ 000.5463 **CODE 028**

## Drill Hall and Studio - Conditions of Hire:

Fees	<ul style="list-style-type: none"> <li>▪ Council requires that hirers pay the applicable fees, in full, prior to the date of the event. The booking will not be confirmed until payment is made.</li> <li>▪ A bond (refundable deposit) is required to cover activities. Should the Hall not be in an acceptable condition at the completion of the hire period, Council will deduct the necessary amount from the bond for the cost of making good any damage to Council property. The applicant shall reimburse Council for the cost of repair of any damage caused to public property during, or as a result of, activities.</li> <li>▪ The bond will be refunded by cheque approximately 28 working days after the keys are returned, except in cases of damages, extra cleaning required or assessment of venue.</li> <li>▪ A cancellation fee of \$20 applies to cover administrative costs.</li> </ul>
Cancellation Policy	<ul style="list-style-type: none"> <li>▪ All cancellations will incur a \$20 fee to cover administrative costs.</li> <li>▪ Regular hirers must give 3 months notice to cancel; otherwise they are still required to pay the hire fees.</li> <li>▪ Casual hires must give 28 days notice to cancel; otherwise they are still required to pay the hire fees.</li> </ul>
Emergency & Evacuation Procedure	<ul style="list-style-type: none"> <li>▪ Hirers are responsible for familiarising themselves with the emergency and evacuation procedures in the facility.</li> <li>▪ Hirers are responsible for ensuring all guests attending a function as part of their venue hire are evacuated as per the evacuation procedures for the venue. Appropriate signage is provided with all application forms and is displayed in the facility for the hirer's reference.</li> <li>▪ Hirers shall notify Council of any incidents which may arise during their hire period and assist in the completion of incident reporting.</li> </ul>
What The Drill & The Studio have to offer	<ul style="list-style-type: none"> <li>▪ 'The Drill', is a former Navy Drill Hall measuring approximately 18 x 11 metres and is fitted with a semi sprung dance floor with tarkett covering.</li> <li>▪ 'The Drill' has an adjoining change room.</li> <li>▪ 'The Studio', consists of two 5.6 x 3.6 meter rooms and a 9 x 5 meters room. The rooms lead into each other.</li> <li>▪ The Drill and Studio have black-out drapes.</li> <li>▪ The common area kitchen has three sofas, 20 cane chairs with cushions, table with six chairs, kettle, microwave and small bar fridge.</li> <li>▪ Access is available to a disabled toilet and disabled lift.</li> <li>▪ Access is available to a shower.</li> </ul>
Booking Times	<ul style="list-style-type: none"> <li>▪ The venue is available for hire between the following times:             <ol style="list-style-type: none"> <li>1. For rehearsals: 9.00am to 9.00pm on any day</li> <li>2. For performance showings or performance related functions: 6.00pm to 11.00pm and no more than two performances shall be made in any 30 consecutive days.</li> </ol> </li> </ul>
Casual Hire & Long term Usage	<ul style="list-style-type: none"> <li>▪ So that The Drill Hall and Studio remains accessible to all users, Council will not permit the venue to be used exclusively by any one group or individual.</li> <li>▪ Regular hirers booking times will be reviewed every six months.</li> <li>▪ Council will give regular hirers 3 months notice of any changes to their booking times with the exceptions of maintenance and emergency repairs.</li> </ul>
Use of the Facility	<p>The use of the venue is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>▪ The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the venue or park.</li> <li>▪ The hirer may not assign or sub-let the premises or any part thereof.</li> <li>▪ The hirer is responsible for the behaviour of those in attendance during the hire period.</li> <li>▪ The hirer is to ensure that all entry doors into the venue are locked or supervised during use so unapproved visitors cannot gain access to the venue.</li> <li>▪ Keys may be picked up from reception, at <b>Woollahra Council Chambers, 536 New South Head Road, Double Bay</b> the working day before the hire. If it is a weekend booking, the keys may be picked up the Friday before the event.</li> <li>▪ All keys must be returned the day after the event, or in the case of a weekend booking, the Monday afterwards.</li> <li>▪ The hirer is responsible for familiarising themselves with the emergency and evacuation procedures in the facility. Appropriate signage is displayed in the facility for the hirer's reference.</li> <li>▪ No pets or animals are allowed in the venue. Guide dogs are exempt.</li> <li>▪ All items of property owned by the hirer must be removed from the venue and grounds on or before the agreed occupancy time.</li> <li>▪ Any goods left on the premises after occupancy may be removed and disposed of at the discretion of Council, without compensation to the owner or person responsible.</li> <li>▪ The hirer is not permitted to take into, or use, within the venue and grounds: any type of firework or flammable substances, any chemical substance deemed toxic or dangerous or candles or naked flame of any kind. No items shall be placed in front of, or obstruct, access to the fire exits.</li> <li>▪ The hirer should report any broken or damaged equipment, fittings or furniture to Council.</li> </ul>

<b>Use of the Facility (continued)</b>	<ul style="list-style-type: none"> <li>▪ Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering or leaving the property.</li> <li>▪ The hirer shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises.</li> <li>▪ Council must grant written permission for any alteration to be made to fixtures, walls, ceilings or floors.</li> <li>▪ Council reserves the right to pass on any charges to the hirer if our security company is called out to the venue for any reason that is directly related to the booking.</li> <li>▪ Council reserves the right to ban and / or have a person / group removed from the premises where that person / group has, or is likely to cause injury / damage to other persons or property.</li> <li>▪ The venue has a non-smoking policy. However smoking is allowed outside the building and in the Park. Please dispose of butts in bins provided.</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>▪ NO PARKING IS AVAILABLE ON SITE.</li> </ul>
<b>Observance of venue Hire Period</b>	<ul style="list-style-type: none"> <li>▪ Observation of the allocated booking time is important, to avoid clashes between the various hirers who use venue.</li> <li>▪ The venue must be vacated on or before the agreed time.</li> <li>▪ The hirer is only allowed to enter the venue during the agreed time. Failure to do this may result in the cancellation of all future bookings.</li> </ul>
<b>Care of premises</b>	<ul style="list-style-type: none"> <li>▪ The premises and facilities must be left in a clean and tidy condition by the hirer, prior to vacating the premises.</li> <li>▪ All hired areas are to be left as they are found.</li> <li>▪ The hirer is responsible for any set up requirements of facilities for functions.</li> <li>▪ The hirer should report any broken or damaged equipment, fittings or furniture.</li> <li>▪ All rubbish is to be removed by the hirer.</li> <li>▪ Waste bins may be supplied at a cost incurred to the hirer.</li> <li>▪ NO STILLETTO SHOES ARE TO BE PERMITTED ON THE DANCE FLOOR.</li> </ul>
<b>Music and Noise</b>	<ul style="list-style-type: none"> <li>▪ Noise from music or equipment shall not exceed 5dB above the background noise level during the daytime (7.00am - 6.00pm) and no more than the background noise level in each octave between 63Hz and 8KHz during the evening and night time (6.00pm -11.00pm) when assessed at the most affected residential boundary.</li> <li>▪ The hirer must inform Council of any intended sound equipment use during the hire period upon application of use.</li> </ul>
<b>Licensing</b>	<ul style="list-style-type: none"> <li>▪ Alcohol can be consumed but not sold on the premises. The hirer must ensure that: <ol style="list-style-type: none"> <li>1. No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume alcoholic liquor on the premises or in the Park.</li> <li>2. The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.</li> </ol> </li> </ul>
<b>Damages and Repairs</b>	<ul style="list-style-type: none"> <li>▪ The hirer will be responsible for any expense in connection with repairs, security, improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking.</li> <li>▪ Council reserves the right to determine the cost of any damages and / or extra cleaning which may become necessary, above and outside that, which is normally, expected following normal usage of venue. Council reserves the right to retain all or part of the key / cleaning deposit to meet such costs if necessary, or to bill the hirer for additional costs.</li> </ul>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>▪ Incorporated bodies, sporting clubs, associations of any kind or profit making/commercial activities must have a \$10 million public liability insurance policy noted, endorsing Council's interest in the function.</li> <li>▪ A copy of their <i>Certificate of Currency</i> will be held on Council files.</li> <li>▪ The hirer should have personal insurance for any items brought into the hall.</li> <li>▪ Council shall not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.</li> </ul>
<b>Walls / Alterations And Painting</b>	<ul style="list-style-type: none"> <li>▪ The hirer shall not affix nails; screws, bills, decorations, bunting or draping which in any way defaces the building premises.</li> <li>▪ Council must grant written permission for alteration to be made to fixtures, walls, ceilings or floors.</li> </ul>
<b>Breach Of Agreement</b>	<ul style="list-style-type: none"> <li>▪ Council reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure.</li> <li>▪ Failure to comply with the requirements set out in this policy will be regarded as a breach of agreement, giving Council the right to sue for the recovery of any amount due and / or to cancel of all or any such future booking.</li> </ul>
<b>Confirmation of Booking</b>	<ul style="list-style-type: none"> <li>▪ No booking will be confirmed until a completed application form is returned to Council.</li> <li>▪ The minimum booking period is two hours. Bookings shall be accepted for whole hours only.</li> <li>▪ Payment of key deposit as a security deposit is due at the time of confirmation of booking.</li> </ul>

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360  
**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7170  
**Fax:** (02) 9391 7044  
**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Venue Hire Fees:** The appropriate fee must accompany the application (fees include 10% GST).

### The Drill Hall - 'The Drill'

Commercial - daily	\$800.00
Community /Arts Recreation – per day	\$160.00
Community /Arts Recreation – per week	\$670.00
Community Groups – Not for profit – per day	\$95.00
Community Groups – Not for profit – per week	\$440.00
Security (Key) / Cleaning Deposit	\$500.00

### The Drill Hall - 'Studio'

Commercial - daily	\$340.00
Community /Arts Recreation – per hour	\$36.00
Community /Arts Recreation – per day	\$105.00
Community /Arts Recreation – per week	\$315.00
Rehearsal Session (3 hours for a minimum of 5 sessions) – per session	\$50.00
Community Groups – Not for profit – per hour	\$34.00
Community Groups – Not for profit – per day	\$80.00
Community Groups – Not for profit – per week	\$285.00
Security (Key) / Cleaning Deposit	\$200.00

### **Payment methods**

Pay by cash, cheque or credit card. Make cheques payable to 'Woollahra Council' for the relevant Council fees. Credit card payments will incur a processing fee.

### **Acknowledgement**

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

### **Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short-term customer parking spaces are available on site. On street parking in nearby streets is also available

## ▼ Privacy notification

The personal details requested on this form are collected, and will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not process your application. Access to this information is restricted to Woollahra Municipal Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.



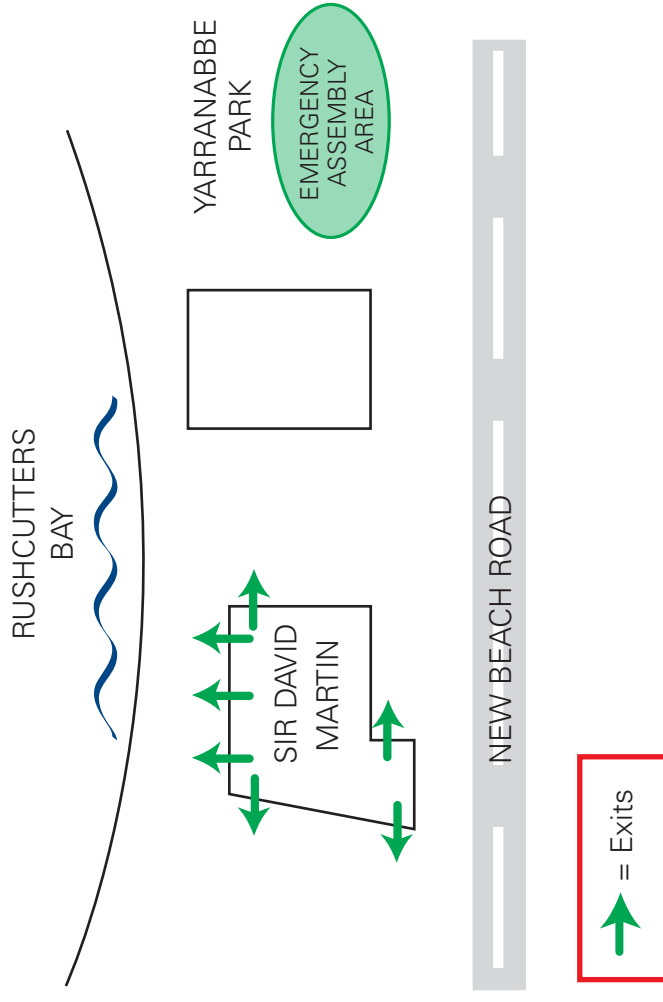
# Drill Hall

## ACTIONS FOR FIRE

- REMOVE** Yourself and others from danger
- ALARM** Raise the Alarm
  - Notify Emergency Services
  - Dial '000' from a safe place
- CONTAIN** The Fire
  - Use correct fire fighting equipment
  - Only if safe and if you are trained
- EVACUATE** If Smoke or Fire is Dangerous
  - Take others with you
  - Close doors behind you
  - Do NOT lock them

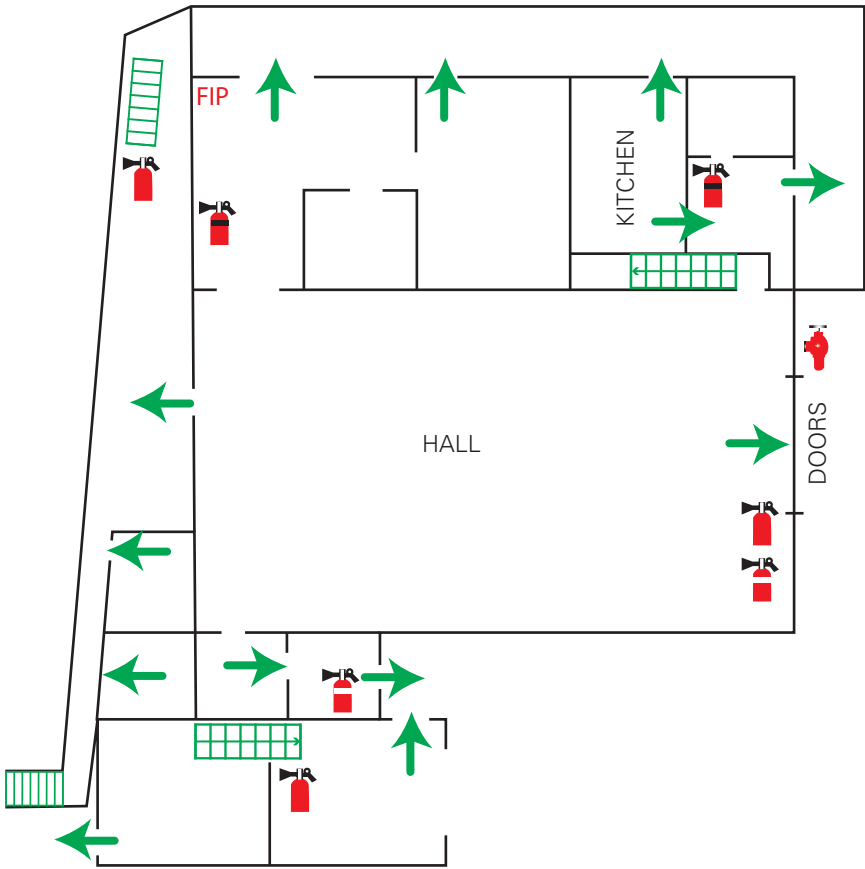
**GO TO YOUR ASSEMBLY AREA**  
**DO NOT COLLECT BELONGINGS**  
**DO NOT RE-ENTER UNTIL AUTHORISED**






## EMERGENCY ASSEMBLY AREA



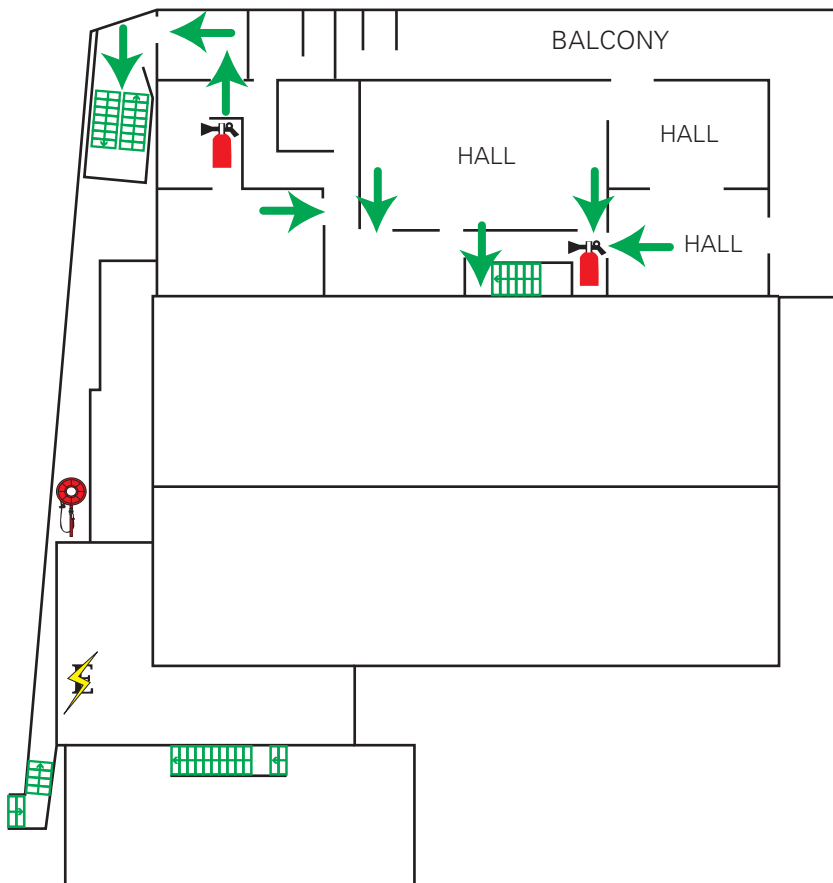
# Drill Hall





## SITE PLAN - Ground Floor



-  = Exits
-  = Hydrants
-  = DCP Extinguisher
-  = AW Extinguisher
-  = CO<sup>2</sup> Extinguisher
- FIP = Fire Indicator Panel

## SITE PLAN - First Floor



-  = Exits
-  = Hose Reel
-  = AW Extinguisher
-  = Electrical Switchboard



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 1%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date						Contact Phone No.													

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For .....

Council Reference Eg. DA No.etc .....

Address (where applicable) .....

.....

.....

.....

.....

.....

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	.....	
	Date	.....	