



E.J. Ward Room Hire Application Form

189 Underwood Street, Paddington NSW 2021

This form is valid until 30 June 2010

About this form

Use this form to apply to use Council managed Rooms at E.J. Ward Community Centre for:

- Use of the Centre for community or private function/s

Documentation

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.

Bookings

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.

Lodgement & Fees

See page 5.

Any questions

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. Secondary 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).....

3. Room(s) Requested

Large Room Upstairs Kitchen
Lounge Room Downstairs The Dining Room

4. Date and Time Requested

Venue Hire Date:
Time: Start: Finish:
Have you already made a tentative booking? Yes/ No

5. Purpose: Purpose of Hire:

Number of participants:

6. 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

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

	NO OF DAYS / HOURS	OFFICE USE ONLY	FEE
Community/Arts/Recreation – Per exercise session		Code T65	
Community/Arts/Recreation – Per hour (minimum 2 hours)		Code T65	
Community/Arts/Recreation – Per day		Code T65	
Community Group, Not for Profit – Per hour (minimum 2 hours)		Code T65	
Community Group, Not for Profit – Per day		Code T65	
Private - Per hour (minimum 2 hours)		Code T65	
Private – Per day		Code T65	
Key/Cleaning Deposit Required		Code 28	\$120.00
TOTAL			

▼ Signatures

8. 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.



Conditions of Hire – EJ Ward Community Centre

Fees	<ul style="list-style-type: none">▪ 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.▪ A bond (refundable deposit) is required to cover activities. Should the venue 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.▪ The bond will be refunded by cheque approximately 10 days after the keys are returned, except in cases of damages, extra cleaning required or assessment of venue.▪ A cancellation fee of \$20 applies to cover administrative costs.
Cancellation Policy	<ul style="list-style-type: none">▪ All cancellations will incur a \$20 fee to cover administrative costs.▪ Regular hirers must give 3 months notice to cancel; otherwise they are still required to pay the hire fees.▪ All casual hirers must give 28 days notice to cancel otherwise they are still required to pay the hire fees.
Emergency & Evacuation Procedure	<ul style="list-style-type: none">▪ Hirers are responsible for familiarising themselves with the emergency and evacuation procedures in the facility.▪ 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.▪ Hirers shall notify Council of any incidents which may arise during their hire period and assist in the completion of incident reporting.
What the E.J. Ward Community Centre has to offer	<ul style="list-style-type: none">▪ Large room upstairs suitable for meetings/training/group classes/workshops. Available seating for a maximum of 40 people. A fan, heater, whiteboard and 3 – 4 large tables. The room has a wooden floor.▪ Lounge room downstairs has a table and chairs, 2 lounges and is suitable for groups of up to 12 people for informal meetings/study/discussion/ small training groups.▪ Kitchen has an oven, microwave and fridge. See Directions for Usage of the Kitchen which is prominently displayed in the kitchen.▪ The dining room is suitable for art classes, meetings and discussion groups etc. Contains 7 tables and seating for a maximum of 28 people.
Use of the Centre	<ul style="list-style-type: none">▪ So that the Centre remains accessible to all users, Council will not permit the Centre or part of the, to be used exclusively by any one group or individual.▪ Use of the Centre or part of the Centre will be approved for no more than 6 months. Centre bookings will be reviewed every 6 months, to ensure that the distribution of bookings is equitable.▪ The lounge room, courtyard and kitchen are shared areas from 9am to 5pm, Monday to Friday.▪ The hirer may not assign or sub-let the premises or any part thereof.▪ The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the Centre.▪ The hirer is responsible for the behaviour of those in attendance during the hire period.▪ Keys may be picked up from reception, at Woollahra Council Chambers, 536 New South Head Road, Double Bay the working day before the hire. If it is a weekend booking, the keys may be picked up the Friday before the event.▪ All keys must be returned the day after the event, or in the case of a weekend booking the Monday afterwards.▪ 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 Centre.▪ Smoking is not permitted inside the Centre or on balcony areas. Smoking is permitted in the courtyard away from and doorways. Please dispose of butts in bins provided.▪ No pets or animals are allowed in the venue. Guide dogs are exempt.▪ All items of property owned by the hire must be removed from the venue on or before the agreed occupancy time.▪ 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.▪ 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.

Use of the Centre (cont.)	<ul style="list-style-type: none"> ▪ The hirer should report any broken or damaged equipment, fittings or furniture to Council. ▪ 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. ▪ The hirer shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises. ▪ Council must grant written permission for any alteration to be made to fixtures, walls, ceilings or floors. ▪ Council reserves the right to pass on any charges to the hirer if our security guards are called out to the Centre, for any reason that is directly related to the booking. ▪ The lounge room and courtyard are common areas during business hours. Please be respectful of other users. ▪ The hirer is responsible for any set up requirements
Booking Times	<ul style="list-style-type: none"> ▪ The Centre is available for hire from 7 am to 10 pm seven days a week. This availability is dependant on usage by regular Centre users or seniors' activities. ▪ The kitchen, lounge room and courtyard are common areas from 9am to 5pm, Monday to Friday. These areas are not available for hire during these times.
Regular Hirers & Casual Hirers	<ul style="list-style-type: none"> ▪ Regular hirers booking times will be reviewed every six months. ▪ Council will give regular hirers 3 months notice of any changes to their booking times with the exceptions of maintenance and emergency repairs.
Observance of venue Hire Period	<ul style="list-style-type: none"> ▪ Observations of the allocated booking times is important, to avoid clashes between the various hirers who use the Centre. ▪ The Centre premises must be vacated on or before the agreed time. ▪ The hirer is only allowed access to the Centre during the agreed time
Care of premises	<ul style="list-style-type: none"> ▪ The Centre premises and facilities must be left in a clean and tidy condition by the hirer, prior to vacating the premises. ▪ All hired areas are to be left as they are found. Hirers are requested to turn off lights, heater or fan, close blinds, windows and doors before leaving. ▪ All rubbish is to be collected and placed in the appropriate waste bins provided. ▪ 'Emergency Procedure' and 'Emergency Contacts Out Of Business Hours' charts are visibly placed throughout the Centre. Hirers are requested to familiarise themselves and inform their clients or activity group of these details in case of an emergency.
Licensing	<ul style="list-style-type: none"> ▪ Alcohol can be consumed, but not sold on the premises. The hirer must ensure that: <ol style="list-style-type: none"> 1. No person under the age of 18 years will be served with alcoholic liquor or allowed to consume alcoholic liquor on the Centre premises. 2. No alcohol is to be consumed on the footpath or the street outside the premises.
Damages and Repairs	<ul style="list-style-type: none"> ▪ The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking. ▪ 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 the Centre. 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.
Insurance	<ul style="list-style-type: none"> ▪ 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. ▪ A copy of their <i>Certificate of Currency</i> will be held on Council files. ▪ The hirer should have their own insurance for any items of value brought into the Centre, as Council's insurance cannot be claimed against for personal property lost from the Centre by hirers.
Breach Of Agreement	<ul style="list-style-type: none"> ▪ 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. ▪ Failure to comply with the requirement 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 all or any such future booking.



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
Web: www.woollahra.nsw.gov.au

Payment methods

Pay by cash, cheque or credit card at the Cashier. Make cheques payable to 'Woollahra Council' for the relevant Council fees. Do not send cash in the mail.

Acknowledgement

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 is 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.

Fees

The appropriate fee must accompany the application. Fees are valid until 30 June 2010 and include GST.

Community/Arts/Recreation – per exercise session – 1.5 hours	\$35 per session
Community/Arts/ Recreation per hour – minimum 2 hours	\$27 per hour
Community/Arts/ Recreation per room per day – maximum 6 hours	\$74
Community Group, Not for Profit per room per hour – minimum 2 hours	\$18 per hour
Community Group, Not for Profit per room per day – maximum 6 hours	\$53
Private – per room per hour - minimum 2 hours	\$40 per hour
Private per room per day – maximum 6 hours	\$135
Key / Cleaning Deposit	\$120



Privacy notification

The personal details requested on this form are being 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, The 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.

EJ WARD PADDINGTON

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

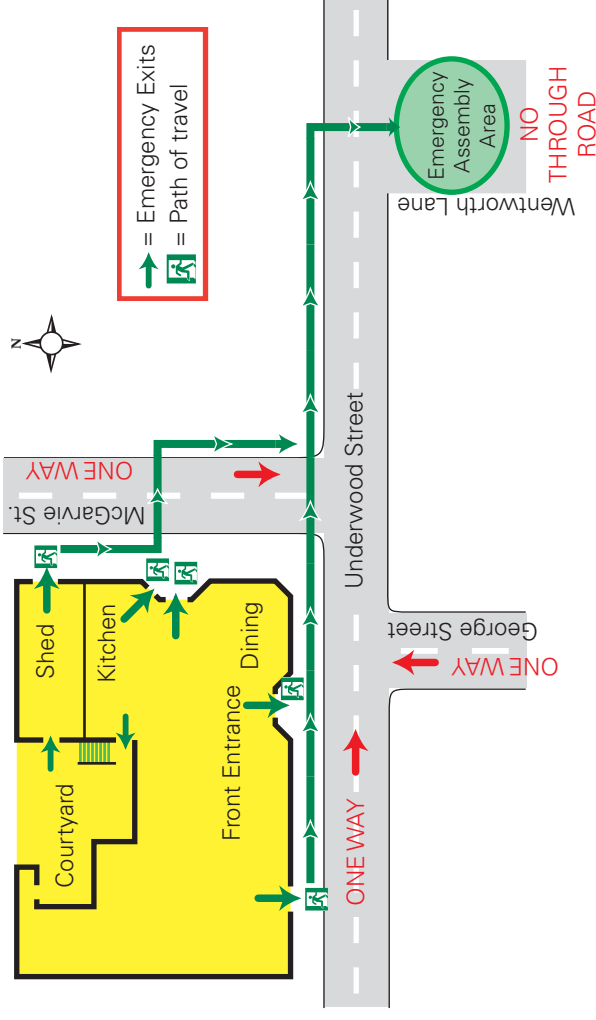
- Take others with you
- Close doors behind you
- Do NOT lock them

GO TO YOUR ASSEMBLY AREA

DO NOT COLLECT BELONGINGS

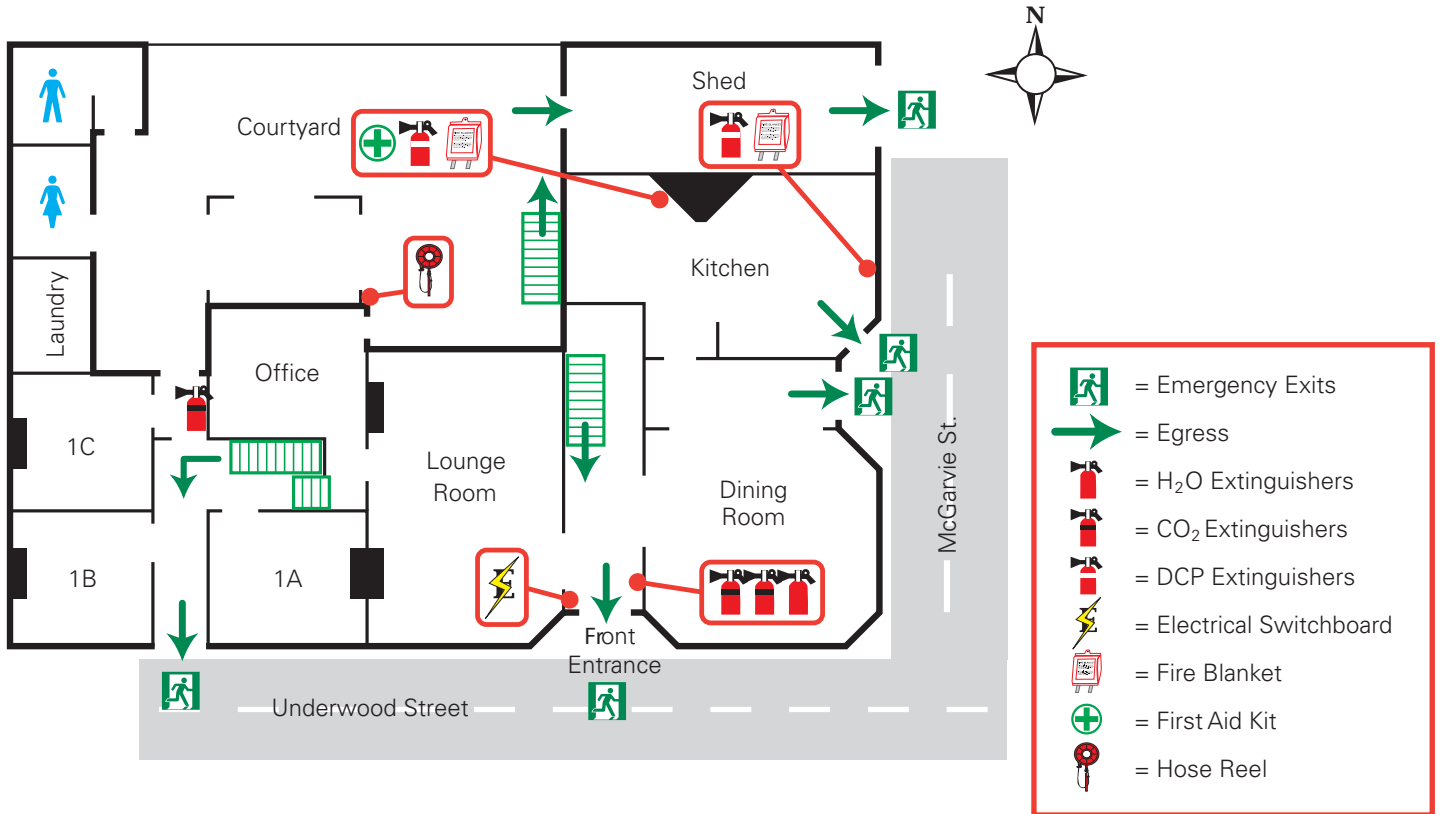
DO NOT RE-ENTER UNTIL AUTHORISED

EMERGENCY ASSEMBLY AREA

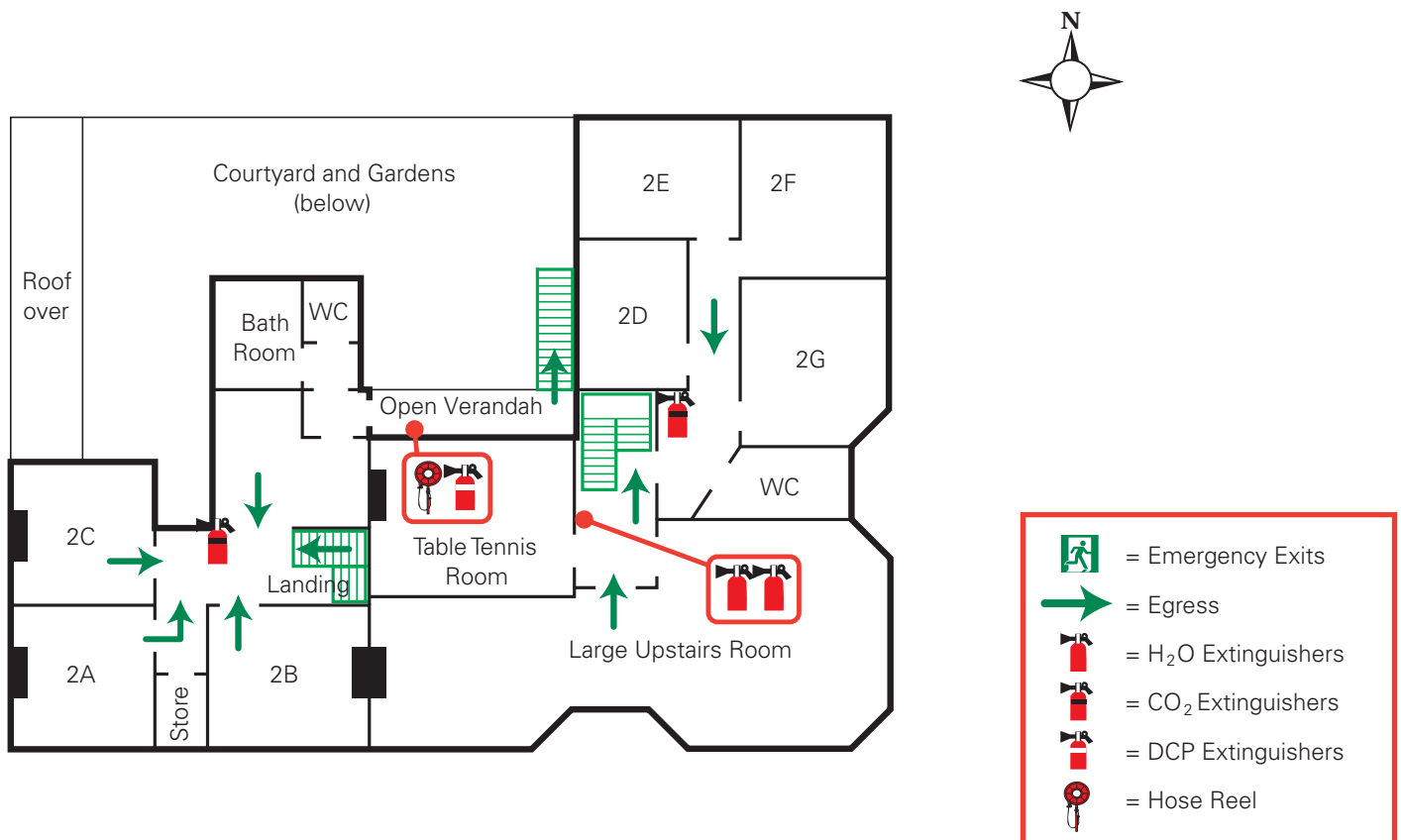


EJ WARD PADDINGTON

SITE PLAN - Ground Floor



SITE PLAN - First Floor





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)

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PRIVACY NOTIFICATION

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