



Application to Hire The Woollahra Seniors & Community Centre

Application for Use of Community Facility

valid until 30 June 2010

Cnr Queen Street & Edgecliff Road Woollahra NSW 2029

About this form

Use this form to apply for use of The Woollahra Seniors & Community Centre:

- Use of The Woollahra Seniors & Community Centre for community group, community event, and functions.

Documentation

A Casual Hire Permit will be issued to the applicant for the use of The Woollahra Seniors & Community Centre within the Woollahra Council Local Government area at the times and locations specified below. This permit must be in possession of the applicant at all times.

Tentative Bookings

Please call to make a tentative booking to ensure that the required time is available on 9363-5957. Tentative bookings are held for two (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 The Woollahra Seniors & Community Centre on (02)9363-5957

▼ Applicant Details:

1. Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:

Family 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. Main Hall / Library Date and Time Requested

Hire Date:

Hire Time:

The Woollahra Seniors & Community Centre is available for hire between 9 am and 10 pm.

Other times as agreed with Administration Officer:

Have you already made a tentative booking? Yes/ No

3. Purpose

Purpose of Hire: Community / Arts / Recreation

Community Group – Not for profit

Private

Other

Number of guests / attendees:

Are you having any entertainment at your event Yes/ No

Type of entertainment:

▼ Fees Due

4. Fees Due (Refer to page 5 for fees and charges)	NO OF SESSIONS / HOURS	OFFICE USE ONLY	FEE
Children's Parties (under 5 years)		Code 86	
Community / Arts / Recreation – Per hour (min 2 hours)		Code 86	
Community / Arts / Recreation – Per day		Code 86	
Community Groups, Not for Profit – Per hour (min 2 hours)		Code 86	
Community Groups, Not for Profit – Per day		Code 86	
Key Deposit (refundable)		Code 28	\$120.00
Cleaning		Code 28	\$80.00
TOTAL			

▼ SIGNATURES

5. Your declaration

I,..... (the Applicant) have read and understand the conditions of hire. I accept that all these conditions must be complied 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

The Woollahra Seniors & Community Centre – 525.1600.4892 – Code 86

Deposits – 000.5463 – Code 28

▼ 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) 9363 5957

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Woollahra Seniors & Community Centre Hire Fees: The appropriate fee must accompany the application. (fees are valid until June 2009 and include 10% GST)

Booking Fees:

Children's Parties (under 12 years) -\$95.00

Community / Arts / Recreation (per exercise session)- \$40.00

Community / Arts / Recreation per hour -\$32

Community / Arts / Recreation per day - \$90.00 (6 hours)

Community Groups, Not for Profit (Per day)-\$70.00 (6 hours)

Private (per hour) -\$70

Private (per day) -\$260. (6 hours max)

Library \$50.00 per day (6 hours)

Cleaning \$80

Key Deposit \$120.00

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. Credit Card Payment Form attached.

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.

The Woollahra Seniors & Community Centre Conditions of Hire

Fees

- 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 Woollahra Seniors & Community Centre 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.

The Woollahra Seniors & Community Centre – What it has to offer

- The Woollahra Seniors & Community Centre is available for under 5 children's parties, conferences, talks, meetings, exercise classes, etc.
- The Woollahra Seniors & Community Centre has a hall with a vinyl floor. It has tables and chairs. The hall accommodates up to 70 people seated and 80 people standing.
- The kitchen has a fridge, microwave, dishwasher, pie warmer, access to hot water, gas oven.
- The hirer must supply coffee, tea and milk, cutlery and crockery.
- Special needs to be supplied by the hirer.

Use of the Hall

The use of the Woollahra Seniors & Community Centre is subject to the following conditions:

- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the Woollahra Seniors & Community Centre or park.
- The hirer is responsible for the behaviour of those in attendance during the hire period.
- No entertainment structure may be erected in the Woollahra Seniors & Community Centre.
- Keys may be picked up from Woollahra Seniors & Community Centre 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 next working day after the event.
- The Woollahra Seniors & Community Centre has a no smoking policy.
- No pets or animals are allowed in the hall. Guide dogs are exempt.
- All items of property owned by the hirer must be removed from the Centre and grounds 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 Centre and grounds: any type of firework or flammable substances, any chemical substance deemed toxic or dangerous or candles or naked flame of any kind with the exception of birthday candles.
- No items shall be placed in front of, or obstruct, access to the fire exits.
- 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.
- Heaters must be turned off at the end of each event. Failure to do so will result in Council deducting the extra costs from your bond or billing you for the extra costs.
- Council reserves the right to pass on any charges to the hirer if our security company is called out to The Woollahra Seniors & Community Centre for any reason that is directly related to the booking.

Booking Times

- The Woollahra Seniors & Community Centre is available for evening weekday hire, weekends and some weekday holiday periods from 9am to 10pm.
- All regular bookings must give 28 days notice to cancel; otherwise they are still required to pay the original booking fee.
- All community / arts / recreation bookings must give 28 days notice to cancel; otherwise they are still required to pay the original booking fee.

Regular Hirers

- Regular hirers booking times will be reviewed every six months.
- Regular hirers must give 28 days notice to cancel; otherwise they are still required to pay the original booking fee.

Observance of venue Hire Period	<ul style="list-style-type: none"> ▪ Observation of the allocated booking time is important, to avoid clashes between the various hirers who use the premises. ▪ The Woollahra Seniors & Community Centre must be vacated on or before the agreed finish time. ▪ The hirer is only allowed to enter the Woollahra Seniors & Community Centre during the agreed time.
Noise Management	<ul style="list-style-type: none"> ▪ The Event must not give rise to offensive noise under the Protection of the Environment Operations Act 1997. ▪ Any generator and/or other equipment that is to be used must conform to the Department of Environment and Conservation Guidelines and not create a nuisance to the amenity of the neighbours.
Waste Management	<ul style="list-style-type: none"> ▪ The Woollahra Seniors & Community Centre premises and facilities must be left in a clean and tidy condition by the hirer, prior to vacating the premises. ▪ No plastic or any other waste is to be left in the Woollahra Seniors & Community Centre at the conclusion of the hire. All bins must be emptied and ALL RUBISH TO BE TAKEN AWAY BY THE HIRER. Rubbish is not to be dumped at the back of the Woollahra Seniors & Community Centre. ▪ Refund of key/cleaning deposit is dependent on condition of venue post event.
Vehicle management	<ul style="list-style-type: none"> ▪ Participant and spectator vehicles must not be parked on Council's parks or reserves or upon grass verges or footpaths. ▪ A minimum of 1.8 metres clear width on the footpath must be available for pedestrians. No obstruction can be placed on footpaths less than 1.8 metres wide. Do not block private or public driveways. ▪ All parking of equipment trucks must comply with the signage existing in the street.
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, above and outside that, which is normally expected following normal usage of the hall. ▪ 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 must have personal insurance for any items brought into the hall. ▪ 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.
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 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.