



Canonbury Cottage Hire Application Form

McKell Park, 159 Darling Point Road, Darling Point NSW 2027
Phone : 02 93917170 Fax: 9391 7044

This form is valid until 30 June 2010

About this form

Use this form to apply to use Council managed Canonbury Cottage for:

- Activities in the Cottage and courtyard area.
- Community groups.
- Weddings/ ceremonies/family gatherings/ social gatherings.
- Corporate Events.

Documentation

A Casual Hire Permit will be issued to the applicant for the use of the Canonbury Cottage 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.

Other Approvals

Council gives its consent to the making of this application for the use of the Canonbury Cottage.

If use of the McKell Park is required at the same time as the Cottage then a different form will need to be completed. To apply to use the Council managed park and open space for weddings, christenings and bridal photography, please refer to *Activity Application: Hiring of Canonbury Cottage and McKell Park*.

Lodgement & Fees

See page 6.

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. Venue Date and Time Requested

Venue Hire Date:

Time: Start: Finish:

Have you already made a tentative booking? Yes/ No

3. Room(s) Requested

Downstairs Function Room

Small Upstairs Meeting Room

Large Upstairs Meeting Room

3. Purpose:

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?

(Enclose copy of advertisement for Community Events)



Fees Due

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

	NO OF DAYS / HOURS	OFFICE USE ONLY	FEE
Community/Arts/Recreation – Per hour (min 2 hours)		Code 62	
Community/Arts/Recreation – Per day		Code 62	
Community Group, Not for Profit – Per hour (min 2 hours)		Code 62	
Community Group, Not for Profit – Per day		Code 62	
Private – Per hour (min 2 hours)		Code 62	
Private – Per day		Code 62	
Ceremonies – weddings, naming, christening, wakes etc – Per hour		Code 62	
Social Events – picnics, birthdays, reunions, family gathering – Per hour		Code 62	
Key/Cleaning Deposit Required		Code 28	\$120.00
TOTAL			



Signatures

5. 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

**Canonbury Cottage Hire - 502.1600.4921 – Code 62
Deposits – 000.5463 – Code 28**



Canonbury Cottage - Conditions of Hire:

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 Cottage has to offer	<ul style="list-style-type: none">▪ The function room downstairs has 20 chairs, 4 tearoom/card tables and 1 side table.▪ Two small meeting rooms upstairs and an internal bathroom.▪ Small kitchen with a bar fridge.▪ A hot water kettle is provided for tea and coffee.▪ Crockery and cutlery for 24 is provided.▪ Specific needs to be supplied by the hirer.▪ Accessible Male and Female toilets adjoin the cottage for the general public.
Use of the Facility	<p>The use of the cottage is subject to the following conditions:</p> <ul style="list-style-type: none">▪ The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the cottage or park.▪ 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 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.▪ The cottage has a no smoking policy.▪ No pets or animals are allowed in the cottage. Guide dogs are exempt.▪ All items of property owned by the hirer must be removed from the hall 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 cottage and park: 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.

	<ul style="list-style-type: none"> ▪ Council reserves the right to pass on any charges to the hirer if our security company is called out to the cottage for any reason that is directly related to the booking. ▪ All functions are to cease and participants to leave the Park by sunset. Hirers must pack up and clean the Cottage. All people must have vacated the premises by sunset as main gates will be locked and there will be no access to McKell Park.
Booking Times	<ul style="list-style-type: none"> ▪ The cottage is available for hire from sunrise to sunset, seven days a week. The cottage must be hired in conjunction with McKell Park on weekends and public holidays. ▪ Opening of McKell Park gates in Daylight Saving times are 7am to 8pm. ▪ Opening of McKell Park gates outside Daylight Saving times are 7am to 7pm. ▪ Closing of McKell Park gates is by Double Bay Security 0418 222 382.
Casual Hire and Long term Usage	<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. ▪ The Cottage may be hired in conjunction with the Park for weddings and social gatherings. It may not be hired at times when the Park is already booked for Wedding Parties, as parking restrictions prohibit simultaneous events.
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 Cottage premises. ▪ The Cottage premises must be vacated on or before the agreed time. ▪ The hirer is only allowed to enter the Cottage during the agreed time. Failure to do this may result in the cancellation of all future bookings.
Care of premises	<ul style="list-style-type: none"> ▪ The Cottage 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. ▪ All rubbish is to be collected and placed in the appropriate waste and recycling bins at the entrance to McKell Park gates.
Music and Noise	<ul style="list-style-type: none"> ▪ Music and noise are to be restricted to a reasonable level. All music and noise must cease by sunset or the key deposit will be forfeited. Failure to comply will compromise the refund of the key deposit. ▪ Council reserves the right to pass on any charges to the hirer if our security guards are called out to the Cottage, for any reason that is directly related to the booking.
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 shall be served with alcoholic liquor or allowed to consume alcoholic liquor on the premises or in the Park. 2. The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.
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 Cottage. 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.



How to lodge this application

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

Post: PO Box 61
Double Bay NSW 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: **Weekday Bookings**
Venue Coordinator
02 9391 7170

Weekend Bookings

Public Open Space
02 9391 7077

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Payment methods

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

Acknowledgement

You will receive a receipt specifying the amount paid.

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.

Booking Fees: The appropriate fee must accompany the application (fees are valid until June 2010 and include 10% GST). Booking fees are per room.

Community/Arts/Recreation: Per hour (min 2 hours)
\$25.00

Community/Arts/Recreation: Per day (max 6 hours)
\$70.00

Community Group, Not for Profit: Per hour (min 2 hours)
\$17.00

Community Group, Not for Profit: Per day (max 6 hours)
\$50.00

Private: Per hour (min 2 hours)
\$75.00

Private: Per day (max 6 hours)
\$300.00

Ceremonies (weddings, naming, christening, wakes etc.): Per hour
\$110.00

Social Events (picnics, birthdays, reunions, family gatherings): Per hour
\$60.00

Cleaning:
\$85.00

Key/Cleaning Deposit:
\$120.00



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.

Canonbury Cottage McKell Park

ACTIONS FOR FIRE

EMERGENCY ASSEMBLY AREA & SITE PLAN

REMOVE

Yourselves 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

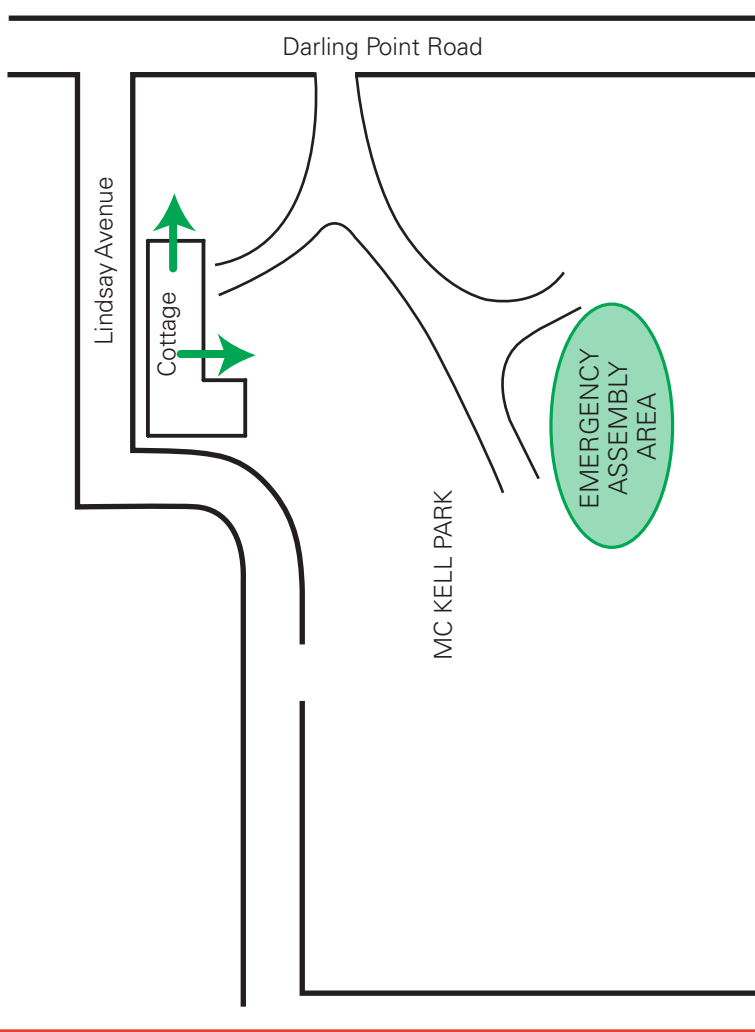
If Smoke or Fire is Dangerous

- 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



SYDNEY HARBOUR



Credit Card Payment Form

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

Payments should be sent to: Wollahra 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

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	