



# Application to Hire Cooper Park Community Hall

Application for Use of Community Facility

valid until 30 June 2010

12 Cooper Park Road, Bellevue Hill NSW 2023

**About this form**

Use this form to apply for use of Cooper Park Community Hall:  
• Use of Cooper Park Community Hall for a function.

**Documentation**

A Casual Hire Permit will be issued to the applicant for the use of Cooper Park Community Hall 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 9391 7170. 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 Venue Coordinator on (02) 9391 7170

## ▼ 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. Hall Date and Time Requested**

Hall Hire Date: .....  
Hall Time: 9am to 12.30pm   
1pm to 4.30pm   
5pm to 9pm   
Other times as agreed with Venue Coordinator: .....  
Have you already made a tentative booking? Yes/ No

**3. Purpose**

Purpose of Hire: Children Party (under 12)   
Community Group   
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 12)		Code 66	
Temporary Vehicle Amusement Device in Car Park		Code 66	
Community / Arts / Recreation		Code 66	
Community Groups – Not for Profit		Code 66	
Private		Code 66	
Cleaning		Code 66	
Key / Cleaning Deposit		Code 28	\$120.00
<b>TOTAL</b>			

## ▼ 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

**Cooper Park Community Hall Hire – 505.1600.4925 – Code 66**  
**Deposits – 000.5463 – Code 28**



## Hire of Cooper Park Community Hall Conditions of Hire

<b>Fees</b>	<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 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.</li><li>▪ 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.</li><li>▪ A cancellation fee of \$20 applies to cover administrative costs.</li></ul>
<b>Cancellation Policy</b>	<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>▪ All casual hirers must give 28 days notice to cancel otherwise they are still required to pay the hire fees.</li></ul>
<b>Emergency &amp; Evacuation Procedure</b>	<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>
<b>Cooper Park Hall – What it has to offer</b>	<ul style="list-style-type: none"><li>▪ The hall has a wooden floor and is suitable for children's parties, talks, meetings, exercise classes etc.</li><li>▪ The hall holds up to 70 people.</li><li>▪ It has 4 trellis tables and approximately 30 chairs.</li><li>▪ The kitchen has a small fridge and freezer, microwave and access to hot water.</li></ul>
<b>Use of the Hall</b>	<p>The use of the hall 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 hall or park.</li><li>▪ The hirer is responsible for the behaviour of those in attendance during the hire period.</li><li>▪ No entertainment structure may be erected in the hall.</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 hall. Appropriate signage is displayed in the hall for the hirer's reference.</li><li>▪ The hall has a no smoking policy.</li><li>▪ No pets or animals are allowed in the hall. Guide dogs are exempt.</li><li>▪ All items of property owned by the hirer must be removed from the hall 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 hall 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.</li><li>▪ 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><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 hall for any reason that is directly related to the booking.</li></ul>

<b>Booking Times</b>	<ul style="list-style-type: none"> <li>▪ The Hall is available for evening weekday hire, weekends and some weekday holiday periods from 9am to 9pm.</li> <li>▪ All events must conclude and the premises be vacated by 9pm.</li> </ul>
<b>Regular Hirers &amp; Casual Hirers</b>	<ul style="list-style-type: none"> <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>
<b>Youth Events / Parties</b>	<ul style="list-style-type: none"> <li>▪ Youth events / parties apply to 13 - 25 year olds.</li> <li>▪ A parent / guardian must complete, sign the application form and take responsibility for the event if the hirer is under 18 years old. Proof of identity may be required.</li> <li>▪ Two professional security guards are required to ensure the safety of both guests and the security of the building and surrounding area. A <b>Security Details form</b> must be returned with this application.</li> <li>▪ All youth parties should be registered with the Point Zero safe party programme <i>PISSED</i> (partying in style safely eliminates danger) by phone (02) 9389 0399 or on <a href="http://www.pointzero.org.au">www.pointzero.org.au</a></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 the premises.</li> <li>▪ The hall <b>must</b> be vacated on or before the agreed finish time.</li> <li>▪ The hirer is only allowed to enter the hall during the agreed time.</li> </ul>
<b>Noise Management</b>	<ul style="list-style-type: none"> <li>▪ The Event must not give rise to offensive noise under the Protection of the Environment Operations Act 1997.</li> <li>▪ Any generator and/or other equipment that is to be used must conform to the Department of Environment and Climate Change Guidelines and not create a nuisance to the amenity of the neighbours.</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>▪ The hall premises and facilities must be left in a clean and tidy condition by the hirer, prior to vacating the premises.</li> <li>▪ No plastic or any other waste is to be left in the hall at the conclusion of the hire. All bins must be emptied and <b>ALL RUBBISH TO BE TAKEN AWAY BY THE HIRER</b>. Rubbish is not to be dumped at the back of the hall.</li> <li>▪ Refund of key deposit is dependent on condition of venue post event.</li> </ul>
<b>Vehicle management</b>	<ul style="list-style-type: none"> <li>▪ Participant and spectator vehicles must not be parked on Council's parks or reserves or upon grass verges or footpaths.</li> <li>▪ 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.</li> <li>▪ All parking of equipment trucks must comply with the signage existing in the street.</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, and 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, above and outside that which is normally expected following normal usage of the hall.</li> <li>▪ 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 must 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>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>

## ▼ 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)

**Park and Hall Hire Fees:** The appropriate fee must accompany the application (fees valid until June 2010 and include 10% GST).

Booking Fees:

Children's parties Under 12 – \$105 session

Temporary Vehicle Amusement Device in Car Park – \$80 per session

Community/Arts/Recreation (per exercise session) - \$42

Community/Arts/Recreation (per hour) – \$36 (min 2 hours)

Community/Arts/Recreation (per day) – \$100 (6 hours)

Community Groups, Not for profit (per hour) – \$28 (min 2 hours)

Community Groups, Not for profit (per day) - \$75 (6 hours max)

Private (per hour) – \$80 per hour (min 2 hours)

Private (per day) – \$285 (6 hours max)

Cleaning - \$85

Cleaning / key deposit - \$120

Key/Cleaning Deposit – Youth & Adult Parties - \$250

### 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.

# Cooper Park Community 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 SITE PLAN



