



Application to Hire Vauclose Bowling Club

Application for Use of Community Facility

valid until 30 June 2009

80 New South Head Road, Vauclose NSW 2030

About this form

Use this form to apply to use Vauclose Bowling Club:
• Use of the venue for a community or private function/s.

Documentation

A Hire Permit will be issued to the applicant for the use of the venue at the times 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 02 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 the 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. Venue Date and Time Requested

Venue Hire Date:

Time: Start: Finish:

Have you already made a tentative booking? Yes/ No Event No.

3. Bowling

Will you be bowling? Yes / No Number of guests bowling:

Time: Start Finish:

(A separate fee will be charged for bowling which is payable on the day of the function).

4. Purpose:

Purpose of Hire:

Number of guests:

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)

5. Fees Due (Refer to page 5 for fees and charges)	NO OF DAYS / HOURS	OFFICE USE ONLY	FEE
Community/Arts/Recreation – per exercise session			
Community/Arts/Recreation		CODE 82	
Community Group, Not for Profit		CODE 82	
Private		CODE 82	
Cleaning		CODE 82	
Deposit Required		CODE 28	\$250.00
TOTAL			

6. Insurance Details Public Liability Insurance Company:

(This does not apply to private bookings) Policy Number:

Value: Expiry Date:.....

Please attach a copy of the supplier’s certificate of currency to this application form.

Signatures

7. Your declaration I, _____ (the Applicant) have read and understand the conditions of hire. I 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
 Vacluse Bowling Club Hire – 505.1600.4301 – **Code 82**
 Deposits – 000.5463 – **Code 28**



Vaucluse Bowling Club 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. Please note the venue will be checked after each event.▪ The bond will be refunded by cheque approximately 10 working days after the keys are returned, except in cases of damages, heating left on, extra cleaning required or assessment of venue.
Vaucluse Bowling Club – What it has to offer	<ul style="list-style-type: none">▪ The venue measures 211m², is fitted with carpet and a dance floor.▪ The venue is suitable for parties, talks, meetings, exercise classes etc.▪ The venue holds up to 120 people.▪ The venue has 12 tables and 100 chairs.▪ The kitchen has a microwave, dishwasher, large fridge, 100 piece pie warmer and work benches.▪ The hirer needs to provide catering, crockery, cutlery, glasses etc as required.
Bowling Green	<ul style="list-style-type: none">▪ Hirers are not permitted on the bowling green at anytime with the exception of organised bowling events.▪ Bowling can be organised in connection with a booking. A separate fee will be charged for bowling which will be paid on the day of the function. This needs to be organised with the venue coordinator when making your booking.
Use of the Venue	<ul style="list-style-type: none">▪ The hirer is only permitted to access the venue and is not permitted to access the bowling greens at any time without prior permission.▪ The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the venue.▪ 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 venue has a no smoking policy.▪ No pets or animals are allowed in the venue. Guide dogs are exempt.▪ Helium balloons are not allowed in the venue due to the high ceiling and fans.▪ All items of property owned by the hirer 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 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.▪ Council reserves the right to pass on any charges to the hirer if our security company is called out to club for any reason that is directly related to the booking.▪ 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.
Cleaning and Waste Management	<ul style="list-style-type: none">▪ The venue and facilities must be left in a clean and tidy condition by the hirer, prior to vacating the premises.▪ All bins must be emptied and rubbish taken away by the hirer.▪ All furniture must be stacked by the walls of the hall but not on the wall of the dance floor.▪ The cleaning fee includes cleaning of the toilets and floor and does not include the removal of rubbish or stacking of furniture.▪ Council reserves the right to determine the cost of any extra cleaning, above and outside that which is normally expected following normal usage of the venue.
Liquor license & Serving of Liquor	<ul style="list-style-type: none">▪ Hirers are not permitted to use the bar at any time.▪ Alcohol can be consumed on the premises. The hirer must supply their own liquor and ensure that:▪ No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume

Liquor license & Serving of Liquor (continued)	<p>alcoholic liquor.</p> <ul style="list-style-type: none"> ▪ No alcohol is to be consumed outside the premises. ▪ The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function. ▪ The sale of liquor is not permitted on the premises unless the hirer is a non-profit organisation granted a temporary function license by the Licensing Court. A license can be granted for the sale of liquor at a dinner, ball, convention, seminar, sporting event, race meeting, exhibition, performance, trade fair, or other fair, fete or carnival, or any similar event or activity that is conducted for public amusement or entertainment, or to raise funds for any charitable or other purpose. Liquor can only be sold at a function of the association holding the license. ▪ Council must receive a copy of any such license if the sale of alcohol is to occur on the premises prior to the event and they must abide by all conditions of such license.
Youth Events / Parties	<ul style="list-style-type: none"> ▪ Youth events / parties apply to 13 - 25 year olds. ▪ 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. ▪ Two professional security guards are required to ensure the safety of both guests and the security of the building and surrounding area. A Security Details form must be returned with this application. ▪ 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 www.pointzero.org.au
Booking Times	<ul style="list-style-type: none"> ▪ The venue is available for hire on Monday to Sunday from 7am to midnight. ▪ All events must conclude and the premises be vacated by midnight. ▪ All music and entertainment must conclude at 11pm.
Regular Hirers & Casual Hirers	<ul style="list-style-type: none"> ▪ Regular hirers booking times will be reviewed every six months. ▪ Regular hirers must give 3 months notice to cancel; otherwise they are still required to pay the original booking fee. ▪ Council will give regular hirers 3 months notice of any changes to their booking times with the exceptions of maintenance and emergency repairs. ▪ All casual 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 venue must be vacated on or before the agreed finish time. ▪ The hirer is only allowed to enter the venue 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 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.
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. ▪ 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, damage to green 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 above and outside that which is normally expected following normal usage of the hall and grounds. ▪ 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 venue. ▪ 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

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

Hall Hire Fees: The appropriate fee must accompany the application (fees are valid until 30 June 2009 and include 10% GST).

Booking Fee

Private Function (5 hours)	\$600
Private Function – per hour after 5 hours	\$160 per hour
Community/Arts/ Recreation per exercise session – 1.5 hours	\$40
Community/Arts/ Recreation per hour – minimum 2 hours	\$37 per hour
Community/Arts/ Recreation per day – maximum 6 hours	\$135
Community Group, Not for Profit per hour – minimum 2 hours	\$30 per hour
Community Group, Not for Profit per day – maximum 6 hours	\$90
Cleaning fee	\$100
Key / Cleaning Deposit	\$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 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

