



Cnr Queen and Broughton Street
 (PO Box 57) Campbelltown 2560
 Phone: 4645 4000 Fax: 4645 4111
 DX5114

Regular Hall Hire Application Form

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Hirer Details		Booking Number	
Name of Applicant/Organisation		ABN	
Postal Address			
Contact details	Organisation's Contact Name		
	Home:	Mobile:	
	Fax:	Work:	
E-mail			
Preferred communication method	Email <input type="checkbox"/>	Post <input type="checkbox"/>	
Booking Details			
Hall being hired		Public Liability Supplied	Yes <input type="checkbox"/>
Type of function/activity			
Dates required	Start date:	Finish date:	
Days and times required			
Monday	Arrival:	Departure:	
Tuesday	Arrival:	Departure:	
Wednesday	Arrival:	Departure:	
Thursday	Arrival:	Departure:	
Friday (to 3:00pm only)	Arrival:	Departure:	
Required during Public Holidays?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Required during School Holidays?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is storage required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Store Room No:		Store Cupboard No:
Maximum number of adults attending		Maximum number of children attending	
For safety reasons all halls have a set maximum number of people allowed in the hall. The Hirer must not under any circumstances allow this maximum number to be exceeded.			
Alcohol will be provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcohol will be BYO
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>

Community and Volunteer Groups

Community and volunteer groups may be eligible to access affordable meeting spaces during non-peak periods. Non-peak periods being defined as Monday to Friday between 9.00am and 3.00pm in Category 2 and 3 halls or meeting rooms at Ron Moore Community Centre and Greg Percival Community Centre.

The following guidelines are as follows:

- Community groups are Not-for-profit groups who work for the benefit of the local community. May receive external funding or sponsorship. Eligible groups will be entitled to a 50 per cent discount to the standard hall hire fee.
- Volunteer groups are an Organisation or group who help others without any compensation. Do not receive external funding or sponsorship and are operated by volunteers. Eligible groups will be entitled to a 75 per cent discount to the standard hall hire fee.

Written documentation supporting these criteria must be provided with your regular hall hire application form to be eligible for this discounted rate.

Please tick one.

- | | |
|--|--------------------------|
| <ul style="list-style-type: none"> ▪ I am a community group and I am eligible under the above guidelines. I would like to request the 50 per cent community rate discount and I have provided supporting documentation. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ▪ I am a volunteer group and I am eligible under the above guidelines. I would like to request the 75 per cent volunteer rate discount and I have provided supporting documentation. | <input type="checkbox"/> |

Hirers checklist for eligible Community/Volunteers groups

- Supporting documentation must be a letter on organisation letterhead requesting for one of the above rates. Letter must include:
 - ABN
 - Details of activity
 - Description of your group's goals and objectives.
 - Include in the letter how your group benefits the community
- Community/Volunteer group must be based in Campbelltown Local Government Area
- Must have 9 or more consecutive bookings in the current financial year.
- Category 2 & 3 halls only.
- Booking from Monday to Friday between 09:00 - 15:00.
- Certificate of Currency \$20m.

Declaration

I am 21 years of age or over and understand that I am responsible for paying all the fees and charges for the hire of the hall. I have read and understand the conditions of hire of the hall and agree to comply with them. I declare that all information supplied by me is true and correct. I will advise Campbelltown City Council of any changes to the information supplied prior to the hire dates.

Print name in full			
Signature of applicant		Date	
Identification (sighted or provided)			

Please return this completed form together with any relevant supporting documentation and Council will consider your application upon receipt of this information.

Conditions of Regular Hall Hire - Hirer Responsibilities

Please sign at the bottom of each page to confirm that you have read and understand the following guidelines. For any fees please refer to Council's Fees and Charges found on Council's website.

USE OF FACILITY

- The Hirer must have nine or more consecutive bookings in the current financial year for a regular booking.
- Regular bookings are only available on weekdays.
- Council has the right, if necessary to refuse to accept a booking for a hall or to cancel a booking that has already been made and refund the hiring fees. If this action is taken Council will not be liable for any loss or damage.
- The hall must only be used for the purpose stated on the application form.
- The Hirer must not sub-let the hall and Council staff must have access to the hall at all times.
- The Hirer is responsible for the conduct and behaviour of all persons attending their function. This includes both inside and outside of the hall.
- All persons entering Council property do so at their own risk.
- The Hirer is responsible for familiarising themselves with the Evacuation Plan on display at the hall, including the location of emergency exit doors, before commencing any activities.
- Emergency exits must remain clear at all times.
- Access to the facility is only available for the booking time and set up and cleanup must be included in this time. If bookings times are not adhered to penalty fees will be charged. If extra time is required, you must notify Council's Customer Service Centre. At least 14 days notice must be provided for changes to be made to the booking.
- Special conditions may be imposed for some types of events including, but not limited to additional security requirements, traffic control plans, safe work method statements and/or event safety plans. If required this additional cost must be paid by the Hirer.
- Please inform Council of any entry fees or fundraising tickets being sold for the function.
- Prior to using the hall please note any damage or required maintenance e.g. a broken chair or table, inadequate cleaning, missing or broken equipment (including cleaning items). Please notify Council as soon as possible for appropriate action to be taken.
- The tables and chairs that Council provides are the maximum limit for each hall; you cannot bring additional furniture with you.
- No fire, including fire performances and ceremonies, with the exception of birthday candles are permitted within the hall or surrounding grounds at any time. Barbeques, spits and cooking appliances such as deep fryers and/or naked flame appliances are not permitted under any circumstances.
- No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside the hall. Current Fire Brigade fees are approximately \$1,600 per call out and will be payable by the Hirer.
- No graffiti art or spray painting is to be conducted within the hall or surrounding grounds.
- Animals are not permitted in any Council hall or surrounding grounds with the exception of registered assistant animals.
- To avoid permanent damage to the hall we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way.
- Council does not insure any goods or equipment that is brought into the hall or left in the hall by the Hirer or their invitees. Council will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- Where participants are under the age of 21, the hirer must ensure there will be a ratio of 1 (one) person 21 years of age or over to every 10 participants under 21 years of age. Failure to provide this ratio of supervision may result in the cancellation of future bookings regardless of whether or not damages have been caused.

Hirer's signature: _____

- Continued abuse of the conditions of hire will lead to cancellation of rights to book Council's halls in the future.

BOND

- A refundable bond must be paid to your debtor account within one week once the booking has been confirmed. Credit Card imprints are not accepted. Please refer to Council's fees and charges for bond fee.
- Council reserves the right to recover any additional costs incurred above and beyond the amount of the security bond.
- Regular Hirers are invoiced monthly on the debtor account. Invoices will be sent by mail and must be paid within 14 days or late fees apply.

NOISE

- The level of noise must not inconvenience surrounding residents. The *Protection of the Environment Operations Act 1997* advises the time restrictions when noise should not be heard in a habitable room in a neighbour's residence. For specific times please refer to www.epa.nsw.gov.au/noise/neighbourhoodnoise

JUMPING CASTLES/OTHER AMUSEMENTS (eg juke boxes, karaoke machines)

- If a jumping castle or other amusement is being considered the Hirer must provide Council with a copy of the amusement hirer's Certificate of Insurance for Public Liability. This must be received at least 14 days prior to the function date.
- Each request will be considered on an individual basis.
- Any equipment used in the hall by the Hirer is/will be the Hirer's responsibility.
- Council will not accept any liability in regard to the use of a jumping castle. The Hirer must bring a silenced generator to power this equipment. Jumping castles are to be weighted down and not pegged.
- No water castles are permitted to avoid flooding or damages to the grounds.
- All equipment must be removed at the end of the agreed hire period for that day.

SMOKING

- Smoking is not permitted in any Council hall or building or within surrounding grounds.

ALCOHOL

- Alcohol is not permitted in the hall without Council appointed security guards.
- For private functions such as socials, weddings and parties where people bring their own liquor or liquor is served free, Council requires the engagement of security guards where alcohol is present.
- Only charitable organisations are allowed to sell liquor at a Council hall. You must apply to the Independent Liquor & Gaming Authority for an Application for Limited licence – single function at least 28 days before the function. Please refer to www.licence.nsw.gov.au for further information, regulations and fees. A copy of the Limited licence – single function must be provided to Council before collecting the keys and/or swipe card.

CLEANING

- Please consider time required to set up, tidy and clean the hall when choosing your hire period as Hirers will not be permitted to remain in the hall after the finish time specified in the Agreement.
- All of our halls have a mop, a bucket and a broom but you will need to provide your own surface spray cleaner along with sponges/paper towels to clean any of those unavoidable spills on table tops and chairs.
- All the tables and chairs must be cleaned before you pack them away neatly.
- All ovens must be wiped clean and any crumbs and leftover food is to be removed.
- The floor needs to be swept and spills mopped up.
- The Hirer is advised to bring extra garbage bags as all rubbish must be bagged, tied up and left in a neat pile inside the hall, next to the doors for our cleaners to collect.
- Failure to clean the hall will result in additional fees charged to your debtor account.

Hirer's signature: _____

ACCESS TO FACILITY AND EXTRA USAGE

- Keys/swipe cards and alarm codes for the hall will only be issued once the bond is paid in full, all necessary forms have been completed and a current copy of the Public Liability Insurance Certificate of Currency provided. Failure to supply Council with a current copy of the Public Liability Insurance certificate will result in the termination of the booking.
- Often other Hirers are using the hall early the next day and cleaners will need to clean the hall before the next booking arrives. Any extra access to the hall that has not been prearranged will be charged to your debtor account. Please refer to Council's fees and charges for overstay fees.

LEAVING THE FACILITY

- When you leave the hall ensure that you lock the windows and doors, turn off all the lights and electrical appliances (**except the fridge**) and activate the security alarm.
- If you have difficulties with the alarm please contact the after-hours service on 4645 4403 for assistance. Should the alarm not be set correctly when leaving, a security fee will apply. Council will debit this fee to your debtor account. Please refer to Council's fees and charges for security fees.

Storage Rooms and Storage Cupboards

- Storage rooms and cupboards are booked weekly. Requests for storage will be considered on an individual basis. Storage will be charged for the period that items are stored in the storage area. Please refer to Council's fees and charges for storage fees.
- Due to high demand, if more than one storage area is booked by a Hirer, it may be provided on the condition that the storage area is vacated if the demand arises. Council will provide two weeks' notice of cancellation of the hire of the extra storage areas, should a request for storage be received.

Cancellations and Changes to Bookings

- A minimum of 14 days written notice from the Hirer is required for all changes to a booking. An administration fee may be charged for changes to the regular booking. Please refer to Council's fees and charges for admin charges.
- Additional dates or extensions to booking times will incur additional hire fees.
- Due to the high demand for Council halls, it is necessary for each Hirer to provide 14 days written notice of cancellation of the booking or part thereof. The normal hall hire fees will be charged until the cancellation letter is received and the keys are returned to Council.
- The bond will be refunded once all bookings have ceased, items have been removed from storage areas, keys have been returned and all outstanding payments are finalised. Refund of the bond will be subject to final inspection by Council.
- Council will refund the bond by cheque or electronic transfer, within 14 days after the final date if the hall is left in a satisfactory condition after each use. If there is damage to furniture or equipment, or any additional cleaning is required, Council will keep part or all of your bond money to cover these costs. Council reserves the right to recover any additional costs incurred above and beyond the amount of the security bond.
- For any refunds by electronic transfer, the person who paid the fee must complete an Electronic Refunds Form and return to Council. A copy of this form can be obtained from Council.

Public Liability Insurance

- In accordance with Council's policy on the hire of Community Halls, prior to usage of the hall the Hirer must provide a copy of their current Public Liability Policy Certificate of Currency for the hire period.
- An updated Certificate of Currency must be provided to Council every 12 month period upon renewal of the policy. If a current Certificate of Currency is not provided, access to the hall will be denied until a current copy is provided.
- The cover must be for a minimum of \$20m and be extended to indemnify Campbelltown City Council.

Hirer's signature: _____