

Customer details	
Name/Organisation:	
Address:	
City/suburb:	
State:	
Postcode:	
Email:	
Phone number:	

Booking details
Event name:
Date required (first date required if you are making a regular booking):
Day/s required (for regular hires only):  <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Start time (including setup):
End time (including pack down):
Venue and room preferences (please tick applicable) <input type="checkbox"/> Henry Park Hall (40 pax) <input type="checkbox"/> Kotara Park Hall (30 pax) <input type="checkbox"/> Tarro Community Hall (75 pax) <b>Warabrook Community Centre:</b> <input type="checkbox"/> Main hall (70 pax) <input type="checkbox"/> Activities room (20 pax)

## Further information and requirements

Will you require use of the following:

- Whiteboard
- Tables
- Chairs

For casual hires will you be providing alcohol or catering (please tick applicable):

- Catering
- Selling alcohol
- BYO / provided for guests
- Just tea and coffee / not applicable

Is there anything else we can help you with? Please provide details below:

## Conditions of hire

1. The hirer must be 18 years of age or over to hire a Newcastle Council community facility. Proof of age in the form of a driver's licence or proof of age card is required to confirm your booking. Information provided on booking form must match the information provided on your photographic ID. Social functions involving the consumption of alcohol provided will not be booked for any person under the age of 25 years
2. Full payment in accordance with the scheduled fees and charges must be paid a minimum of 7 days in advance to secure booking. Bookings are unable to be taken with less than 7 days' notice
3. The security bond will be returned up to 28 days after the booking, ensuring bank account details are provided to Council by the hirer, Conditions of Hire are adhered to, and no damage is reported to the facility
4. The hirer must ensure that all music and noise are kept within acceptable limits, including entering and departing the facility. Any music must cease by 10.30pm with the facility to be fully vacated by 12.00am midnight
5. The hirer must ensure that there is no smoking inside the building or in playground areas. Any persons smoking outside the building must be at least 10 metres from doors and windows of the building, to prevent smoke entering the facility
6. Hirers are responsible for securing premises - ensuring all doors and windows are closed and locked and alarms are armed where provided. Council reserves the right to recover costs from the hirer if any damage or loss occurs as a result of failure to secure the facility. All lights and appliances, including air conditioning, are to be switched off
7. A licence from the Office of Liquor and Gaming is required for all hirers who intend to sell alcohol. Any such licence must not be sought without the prior written consent of Council. The hirer agrees not to permit the consumption or service of alcohol in breach of the Liquor Act 2007 or of any licence issued thereunder
8. All refuse to be put in garbage bags and placed in allocated bins. Any rubbish that does not fit in the bins provided is to be removed by the hirer. Cost of any additional waste services required will be deducted from the hirer's security bond.
9. The hirer is responsible for setting up, clearing down and packing away tables and chairs. All tables and chairs to be returned to their designated areas
10. For weekday hirers, where a cleaning fee is not charged, hirers must also ensure that:
  - Kitchen is left clean and tidy, with benches washed and cleared, stove and appliances wiped, floors clean and all foodstuffs removed from fridge/freezer
  - Furniture to be wiped down if required
  - Loose material to be cleared from the floor. Floor surfaces to be swept/vacuumed and mopped if necessary
11. The hirer accepts responsibility for facility grounds and the surrounding environment, as the security bond also covers these areas when hiring a community facility. All litter must be removed from surrounding garden and grounds
12. Any damage caused to the facility, facility surrounds, furniture or equipment will result in forfeiture of the security bond
13. Security bond will be forfeited if the facility key is not returned to the key safe at the end of hire
14. Access instructions are to be used by the hirer only and are not to be passed on to any third parties
15. Access to the facility is only provided during the hours specified on the booking form. If items are found to be stored at the facility before or after these booking times, the hirer will be charged for any additional hours that the items remain at the facility
16. Council will not be responsible for any loss or damage to goods or merchandise left on the premises. Insurance of these items is the responsibility of the hirer

17. Casual hirers (with the exception of Incorporated Bodies, Sporting Clubs, Associations of any kind or for profit/commercial activities) who hire the facility for no more than a total of twelve (12) days per annum are covered by Council's public liability insurance
18. Hirers using a facility for more than 12 days per annum are required to provide details of current Public Liability Insurance (minimum \$20 million) to council officers when requested
19. If the hirer engages any contractor, it is the hirer's responsibility to sight the contractor's current public liability insurance (minimum \$20 million) to cover works/catering/entertainment or security to be provided at the venue
20. No display materials to be fixed to the walls. Fasteners of any kind such as staples, nails or pins are not allowed to fix decorations. No confetti allowed on premises
21. No animals permitted in the facility except animals trained to assist people with a disability in accordance with the Companion Animals Regulation 2008. Special approval to permit other animals in the facility may be granted in writing by a designated council officer
22. Any hirer found to be falsely stating the nature of their event may be subject to cancellation of the booking and / or forfeiture of the security bond
23. Cancellation fees - the full hall hire fee, including cleaning fee, will be charged for bookings cancelled with less than 48 hours' notice. 50% of the hall hire fee will be charged for bookings cancelled with 48 hours' to one week notice
24. All hazards and / or incidents must be promptly reported to council by calling the Customer Contact Centre on 4974 2000.
25. Please contact Newcastle City Council after-hours emergency line on 4974 6000 if emergency assistance is required after business hours. Please note that a cost may be issued for callout if a council officer or contractor is required to attend the facility and it is determined that the hirer is at fault.

## **Breach of hire conditions:**

Any breach of the above conditions entitles the booking officer / Council to terminate the agreement and to require the immediate vacating of the facility.

The booking officer / Council shall be entitled to apply the whole or any part of the security bond to remedy any breach of this agreement and demand from the hirer any balance owing to it on behalf of Council, if the security bond is insufficient to meet the cost of remedy.

The booking officer / Council shall be entitled to recover from the hirer the cost of remedying or rectifying any breach of the agreement, including legal and court costs of such recovery.

- I have read the Conditions of Hire for Community Facilities and agree to abide by them**

**Signature:**