



Camden Council

COMMUNITY FACILITIES REGULAR HIRE 2017

SECTION 1 – Contact Information

Name of Organisation:			
ABN (if applicable):			
Type of Organisation:	<input type="checkbox"/> Not-for-Profit*	<input type="checkbox"/> Other	
Name of Contact Person:			
Postal Address: (for accounts and confirmation of hire)		Postcode:	
Street Address: (of contact person for group)			
Phone – work:			
Phone – home:			
Mobile:			
Email:			

*If not-for-profit you must provide a **Certificate of Incorporation** or a ruling from the Australian Tax Office that your group is classified as not-for-profit.

(Please note that in the interests of promoting your organisation your contact details may be supplied to people who enquire about joining your group)

SECTION 2 – Alternate Contact Details (required in the event of an emergency or hirer unable to be contacted)

Contact Name			
Home Phone		Work Phone	
Mobile*			
Email			

*You must provide a mobile number on which can be contacted in the event of an emergency

OFFICE USE ONLY

Date Received:	Allocation:
Trimmed:	Booked RMS:
Invoice Request:	Confirmation Sent:

SECTION 3 – Purpose of Use - (Please tick)

<input type="checkbox"/>	Dance Class	<input type="checkbox"/>	Craft Group
<input type="checkbox"/>	Playgroup	<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>	Meeting		

SECTION 4 – Target Group - (Please tick)

<input type="checkbox"/>	0 – 5 years	<input type="checkbox"/>	Culturally and Linguistically Diverse Communities
<input type="checkbox"/>	5 – 12 Years	<input type="checkbox"/>	Religious
<input type="checkbox"/>	Youth	<input type="checkbox"/>	People with Disabilities
<input type="checkbox"/>	Seniors	<input type="checkbox"/>	Women's Group
<input type="checkbox"/>	Aboriginal and Torres Strait Islanders	<input type="checkbox"/>	Other (please specify)

SECTION 5 – Hire Details

Please complete a separate copy of Section 5 and the yearly calendar for EACH venue/room required:

Facility Name:		Room:	
First date of Hire:		Last date of Hire:	
Est. number participants:	Male: Female:	Fee Charged to attend:	
Frequency of Hire: (eg Weekly, fortnightly, monthly)			
Details:	Start Time	End Time	No. of Users
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Do you require use during School Holidays?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

COMMUNITY HALLS "BOOKING CALENDAR" FOR 2017

Please place a tick (✓) against **each** date required:

Signed: _____ Date: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
School holiday	Public Holiday					
01-Jan-17	02-Jan-17	03-Jan-17	04-Jan-17	05-Jan-17	06-Jan-17	07-Jan-17
08-Jan-17	09-Jan-17	10-Jan-17	11-Jan-17	12-Jan-17	13-Jan-17	14-Jan-17
15-Jan-17	16-Jan-17	17-Jan-17	18-Jan-17	19-Jan-17	20-Jan-17	21-Jan-17
22-Jan-17	23-Jan-17	24-Jan-17	25-Jan-17	26-Jan-17	27-Jan-17	28-Jan-17
29-Jan-17	30-Jan-17	31-Jan-17	01-Feb-17	02-Feb-17	03-Feb-17	04-Feb-17
05-Feb-17	06-Feb-17	07-Feb-17	08-Feb-17	09-Feb-17	10-Feb-17	11-Feb-17
12-Feb-17	13-Feb-17	14-Feb-17	15-Feb-17	16-Feb-17	17-Feb-17	18-Feb-17
19-Feb-17	20-Feb-17	21-Feb-17	22-Feb-17	23-Feb-17	24-Feb-17	25-Feb-17
26-Feb-17	27-Feb-17	28-Feb-17	01-Mar-17	02-Mar-17	03-Mar-17	04-Mar-17
05-Mar-17	06-Mar-17	07-Mar-17	08-Mar-17	09-Mar-17	10-Mar-17	11-Mar-17
12-Mar-17	13-Mar-17	14-Mar-17	15-Mar-17	16-Mar-17	17-Mar-17	18-Mar-17
19-Mar-17	20-Mar-17	21-Mar-17	22-Mar-17	23-Mar-17	24-Mar-17	25-Mar-17
26-Mar-17	27-Mar-17	28-Mar-17	29-Mar-17	30-Mar-17	31-Mar-17	01-Apr-17
02-Apr-17	03-Apr-17	04-Apr-17	05-Apr-17	06-Apr-17	07-Apr-17	08-Apr-17
09-Apr-17	10-Apr-17	11-Apr-17	12-Apr-17	13-Apr-17	14-Apr-17	15-Apr-17
16-Apr-17	17-Apr-17	18-Apr-17	19-Apr-17	20-Apr-17	21-Apr-17	22-Apr-17
23-Apr-17	24-Apr-17	25-Apr-17	26-Apr-17	27-Apr-17	28-Apr-17	29-Apr-17
30-Apr-17	01-May-17	02-May-17	03-May-17	04-May-17	05-May-17	06-May-17
07-May-17	08-May-17	09-May-17	10-May-17	11-May-17	12-May-17	13-May-17
14-May-17	15-May-17	16-May-17	17-May-17	18-May-17	19-May-17	20-May-17
21-May-17	22-May-17	23-May-17	24-May-17	25-May-17	26-May-17	27-May-17
28-May-17	29-May-17	30-May-17	31-May-17	01-Jun-17	02-Jun-17	03-Jun-17
04-Jun-17	05-Jun-17	06-Jun-17	07-Jun-17	08-Jun-17	09-Jun-17	10-Jun-17
11-Jun-17	12-Jun-17	13-Jun-17	14-Jun-17	15-Jun-17	16-Jun-17	17-Jun-17
18-Jun-17	19-Jun-17	20-Jun-17	21-Jun-17	22-Jun-17	23-Jun-17	24-Jun-17
25-Jun-17	26-Jun-17	27-Jun-17	28-Jun-17	29-Jun-17	30-Jun-17	01-Jul-17
02-Jul-17	03-Jul-17	04-Jul-17	05-Jul-17	06-Jul-17	07-Jul-17	08-Jul-17
09-Jul-17	10-Jul-17	11-Jul-17	12-Jul-17	13-Jul-17	14-Jul-17	15-Jul-17
16-Jul-17	17-Jul-17	18-Jul-17	19-Jul-17	20-Jul-17	21-Jul-17	22-Jul-17
23-Jul-17	24-Jul-17	25-Jul-17	26-Jul-17	27-Jul-17	28-Jul-17	29-Jul-17
30-Jul-17	31-Jul-17	01-Aug-17	02-Aug-17	03-Aug-17	04-Aug-17	05-Aug-17
06-Aug-17	07-Aug-17	08-Aug-17	09-Aug-17	10-Aug-17	11-Aug-17	12-Aug-17
13-Aug-17	14-Aug-17	15-Aug-17	16-Aug-17	17-Aug-17	18-Aug-17	19-Aug-17
20-Aug-17	21-Aug-17	22-Aug-17	23-Aug-17	24-Aug-17	25-Aug-17	26-Aug-17
27-Aug-17	28-Aug-17	29-Aug-17	30-Aug-17	31-Aug-17	01-Sep-17	02-Sep-17
03-Sep-17	04-Sep-17	05-Sep-17	06-Sep-17	07-Sep-17	08-Sep-17	09-Sep-17
10-Sep-17	11-Sep-17	12-Sep-17	13-Sep-17	14-Sep-17	15-Sep-17	16-Sep-17
17-Sep-17	18-Sep-17	19-Sep-17	20-Sep-17	21-Sep-17	22-Sep-17	23-Sep-17
24-Sep-17	25-Sep-17	26-Sep-17	27-Sep-17	28-Sep-17	29-Sep-17	30-Sep-17
01-Oct-17	02-Oct-17	03-Oct-17	04-Oct-17	05-Oct-17	06-Oct-17	07-Oct-17
08-Oct-17	09-Oct-17	10-Oct-17	11-Oct-17	12-Oct-17	13-Oct-17	14-Oct-17
15-Oct-17	16-Oct-17	17-Oct-17	18-Oct-17	19-Oct-17	20-Oct-17	21-Oct-17
22-Oct-17	23-Oct-17	24-Oct-17	25-Oct-17	26-Oct-17	27-Oct-17	28-Oct-17
29-Oct-17	30-Oct-17	31-Oct-17	01-Nov-17	02-Nov-17	03-Nov-17	04-Nov-17
05-Nov-17	06-Nov-17	07-Nov-17	08-Nov-17	09-Nov-17	10-Nov-17	11-Nov-17
12-Nov-17	13-Nov-17	14-Nov-17	15-Nov-17	16-Nov-17	17-Nov-17	18-Nov-17
19-Nov-17	20-Nov-17	21-Nov-17	22-Nov-17	23-Nov-17	24-Nov-17	25-Nov-17
26-Nov-17	27-Nov-17	28-Nov-17	29-Nov-17	30-Nov-17	01-Dec-17	02-Dec-17
03-Dec-17	04-Dec-17	05-Dec-17	06-Dec-17	07-Dec-17	08-Dec-17	09-Dec-17
10-Dec-17	11-Dec-17	12-Dec-17	13-Dec-17	14-Dec-17	15-Dec-17	16-Dec-17
17-Dec-17	18-Dec-17	19-Dec-17	20-Dec-17	21-Dec-17	22-Dec-17	23-Dec-17
24-Dec-17	25-Dec-17	26-Dec-17	27-Dec-17	28-Dec-17	29-Dec-17	30-Dec-17
31-Dec-17						

SECTION 6 – Booking Source

How did you hear about Council's Facilities (Please tick appropriate box)

<input type="checkbox"/>	Internet	<input type="checkbox"/>	Previous Visit	<input type="checkbox"/>	Council Website
<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Yellow Pages	<input type="checkbox"/>	Other: _____

SECTION 7 – Attachments

I have attached the following documents

<input type="checkbox"/>	Certificate of Incorporation (not-for-profit groups only). Please note: To be charged the not-for-profit rate you must supply a copy of this certificate with your application each year , even if it has been supplied previously.
<input type="checkbox"/>	\$10 million Public Liability Insurance 1 page Certificate of Currency. Please note that your application will not be accepted without a certificate of currency. Hirers are required to supply this with their EOI each year. When this expires during the year hirers must supply Council with an updated copy

SECTION 8 – Community Directory – (Please tick)

<input type="checkbox"/>	I give permission for Camden Council to contact me regarding advertising my group/company on the public Community Directory.
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SECTION 9 – Agreement

I, the hirer, have read and fully understand the "Terms and Conditions of Hire".

I understand my responsibilities in relation to the hire of the facility and that any breach of these terms and conditions may result in additional costs, suspension or cancellation of hire.

I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring in accordance with the terms and conditions of hire.

Organisation:	
Name:	
Signature	
Date:	

Please return completed form to Council's Recreation team.

Mail - PO Box 183 Camden NSW 2570

Fax - (02) 4645 5025.

Email – recreationofficers@camden.nsw.gov.au

For assistance with this form please call (02) 4645 5045

Terms and Conditions of Hire Community Facilities - Regular

The hirer must:

- Be over 18 years of age to book the facility and sign the Terms and Conditions.
- State precisely the type of activity to take place in the facility.
- Under no circumstances enter any areas other than the section hired.
- Adhere strictly to the hiring hours. All hirers should take into account set up and cleaning time before making a booking. Being in the facility outside the time of hire may result in an alarm sounding and/or a security patrol being called. This will result in a fee being deducted from the hirers bond.
- Be responsible for the conduct of any attendee either invited or otherwise during the hire period and ensure the attendance at the activity does not exceed the maximum capacity of the facility. The cost of any damage caused by any person during the activity will be charged to you as the hirer.
- Ensure that attendees leave the facility in an orderly manner with respect to surrounding neighbours. The hirer will be responsible for any damage or inconvenience to any residents during the activity and/ or when leaving the premises and will be charged accordingly.
- Be responsible for the noise level of the activity.
- Notify Police immediately if there is any threat of trouble.
- Report any accidents or near accidents to Council Recreation Team on 4645 5045 as soon as possible.
- Ensure the hall is clean and all windows and doors are locked when leaving the hall and where required, the alarm is activated.
- Ensure all Council buildings and enclosed areas are smoke free zones.
- Ensure no pets or animals are on premises.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.
- If you experience any difficulties during your period of hire, please contact Council's after hours Call Centre on 4654 7777.

Keys:

- Regular hirers will be issued with a set of keys for the booked facility. A \$50 key deposit is required upon collection of the keys and refunded upon return of the keys and payment of the invoice. At no time can the hirer make a duplicate copy of the key issued or change existing locks in any of the facilities. This also applies to storage space used by regular hirers.
- Hirers are not permitted to use their own locks on cupboards or storerooms.

Cleaning:

The facility must be left clean and ready for the next user. This includes:

- Sweeping and mopping the floor including kitchen and bathroom areas. Any spills are to be mopped with warm water only.
- Wiping down all benches, tables, chairs and fridge.
- No food or drink should be left on the premises and especially in the refrigerator.
- Rubbish to be disposed of correctly into outside bins before leaving. Recycle if possible.
- Tables and chairs stacked safely and returned to the storeroom, all furniture should be accounted for.
- The outside area, including the car park to be free of litter.
- Please report if the facility was not found in a clean and tidy state - **photographic** evidence is required for proof of unsatisfactory condition of the facility prior to hire.

Damage and Breakages:

- The hirer is responsible for the full replacement cost of any damage or breakages to the facility, its fittings and contents, and the surrounding grounds or any additional cleaning that is required.
- The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner the cost of inspection and replenishing will be deducted from the bond.
- All breakages must be reported to Council's Recreation Team as soon as possible.

Parking, Noise and Surrounding Residents:

- The facility is located in a residential area therefore it is expected that the surrounding residents be respected.
- The hirer is responsible for the preservation of good order during and following the hire of the facility.
- Vehicles should not obstruct access to driveways or restrict parking in the street. Please use the car park provided.

Public Liability Insurance:

- Regular hirers, including registered clubs, sporting clubs and corporate bodies are expected to carry sufficient insurance for their activity; this must be at least \$10 million public liability.
- A copy of this policy must be provided at the time of booking.
- Regular Hirers should provide their own First Aid equipment for persons attending the venue.

Personal Property/Storage:

- All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior arrangement has been made with the Facilities Coordinator in relation to storage for regular hirers.
- Please note all hirers are responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by Council's insurance policy.
- At times storage areas will be shared. Please be considerate to other users when packing away all equipment. The use of the storage area by regular hirers is at the discretion of the Recreation Team.
- Any electrical equipment brought onto the premises must be tested and tagged by an accredited tester.

Decorations:

- Decorations are welcome at the facility however they should be secured to the hooks provided around the walls where provided.
- Helium balloons are not permitted A minimum \$50 charge will be deducted from the hirers bond, or added to their invoice, if balloons are required to be removed from the facility.
- Streamers and balloons must not be hung from the ceiling fans.
- NO smoke machines are allowed.
- Throwing of confetti, glitters, sprays, poppers or rice is not permitted.

Smoking:

- To restrict fire safety hazard and overcome hazards of passive smoking, Council has adopted a non-smoking policy. As such, no smoking is permitted inside or outside Council's community facilities.

Fees and Bond:

- An invoice will be issued to monthly. Payment is required within 14 days. If payment is not made within the required time, it will be referred to Council's debt recovery company for immediate collection. Any costs incurred in this process will be added to the hirer's account. If payment is not made within the required time, hire may be cancelled immediately.
- Please note that fees and charges are subject to change, generally from 1 July each year. You will be notified of any changes to hire fees as soon as possible.

Cancellation and amendments to Bookings

- All cancellations and requests for amendments should be facilitated through the Camden Council website by completing an 'Amendment a current Booking form. This is automatically received by Council.
- Hire fees are non-refundable and non transferable if less than 14 days written notice has been given.
- If more than 14 days notice has been given, the hire fee not be applied.
- A cancellation / amendment booking administration fee will be applied to multiple changes to bookings.

Please ensure that you have read this carefully before signing the application form. Council reserves the right to cancel any booking or not to accept any booking that it considers inappropriate for the facility.