



Camden Council Halls & Facilities – Terms and Conditions

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Terms and Conditions of Casual Hire

- Council reserves the right to refuse a hire application or cancel a casual hire agreement if deemed necessary by Council.
- Council requires a minimum of 5 days' notice to process a casual hire application and/or to make adjustments to your booking.
- Police have authority to enter the facility at any time prior or during the booking. This can result in the function being shut down if the hirer does not adhere to the terms and conditions.
- In the case of emergency or a state, federal or local government election, Council may cancel your booking. Where an alternate venue cannot be supplied, your reservation will be cancelled, and your hire fees refunded to you.
- Completion of this hire application form does not confirm or guarantee a booking. Booking confirmation is subject to facility availability, and submission of all required supporting documents.
- Payment of hire fees must be received to confirm a casual hire agreement.
- Adhere to all relevant COVID-19 restrictions and public health orders on gatherings of people and social distancing rules.
- All commercial and not-for-profit organisations (including sole traders) are required to provide sufficient insurance for their activity; this must be a minimum of \$20 million public liability.

The hirer must:

- Be over 18 years of age to book the facility and sign the Terms and Conditions.
- State precisely the purpose of the facility booking.
- Provide 14 days' written notice for cancellation of any instances of hire. Submissions can be sent to mail@camden.nsw.gov.au. In instances where the required notice is not provided, Council reserves the right to retain the hire fees paid.
- Complete the Casual Hire Post Use Checklist (including uploading photos) at the end of your agreed hire. Please note that this is sent to the registered email address via Councils online booking system on the morning of your booking.
- In dual rooms facilities, or facilities that offer office/meeting spaces, under no circumstances should the hirer enter any areas other than the area outlined in the confirmation letter.



- Adhere strictly to the confirmed hours of hire under the Casual Hall Hire confirmation. Hirers should ensure that set up and pack down time is included in the booking application. Being in the facility outside your confirmed hours of hire is a breach of your hire agreement and may affect the refund of the bond paid. The hirer would also be responsible for the fees associated with any alarms sounding, a security patrol being called or attendance by Council's Facilities and Building Maintenance team. The fees associated with this call out may be invoiced to the hirer if the fee is greater than the casual hire bond paid.
- Hirers must vacate the premises no later than 10.30pm (closure of the facility operating hours)
- Be responsible for the conduct of any visitor/guest either invited or otherwise during the confirmed hours of hire and ensure the attendance at the event does not exceed the maximum capacity of the facility. The cost of any damage caused by any person during the function will be taken from the bond, and in instances where the rectification costs exceed the value of the bond held, any additional costs will be invoiced to the hirer.
- Ensure that guests leave the facility in an orderly manner with respect to surrounding neighbours.
- Be responsible for the noise level of the function.
- Be responsible for the provision and consumption of alcohol while at the facility.
- Engage the services of licensed security guards when deemed necessary by Council – the hirer is responsible for security management. Written confirmation must be provided to Council before keys will be issued and a security sign on sheet must be returned with the facility keys as part of the bond refund process.
- Notify Police immediately if there is any threat of risk.
- Report any accidents or injuries which occur while at the facility during your confirmed hours of hire to Council in writing to mail@camden.nsw.gov.au You must also notify Council's Customer Relations Team upon return of your key.
- Ensure the facility, including the surrounding outside areas, is clean and all windows and doors are locked when leaving the hall.
- Ensure that the facility alarm is activated using the instructions provided.
- Ensure that there is no smoking inside the facility.
- Ensure no pets or animals are on premises with the exception of accredited service animals.
- Ensure all Council equipment associated with hiring the venue is returned to Camden Council upon return of keys. This includes and is not limited to microphones, microphone cables and auxiliary cables for iPods and iPhones.
- Nominate a person to assume responsibility on behalf of the hirer in their absence. The nominated party must be over 18 years of age.



Facility Access

- Facility access cards, and where required room keys must be collected from Council's Customer Relations team no later than 4pm on the working day prior to hire. The collection point is located at Council's Administration Building, 70 Central Avenue, Oran Park.
- Facility access is only available to collection and drop off Monday – Friday (with the exception of public holidays) between 8.30am and 5pm.
- Under no circumstances can the hirer make a duplicate copy of any keys issued or change existing locks in any of the facilities.
- Use of facility access cards can be electronically accessed. Hirers must strictly adhere to their confirmed hours of hire and will be liable for any additional hire charges, and/or call out fees incurred by accessing the facility outside of these hours.

Security

- The requirement for provision of security guards (at the cost of the hirer) is determined by Camden Council. When a determination is made that security is required, and the hirer breaches the agreement to provide security personnel the hirer is in breach of their hire agreement.
- Security must be engaged for the duration of the facility booking, not just the function/event times
- For booking where security is required (determined by Camden Council) the following staffing requirements must be met: 1 security for 0-50 guests | 2 security for 51-100 guests | 3 security for 101-150 guests
- Security personnel must be engaged through a licensed security company and a confirmation letter, on company letterhead, outlining the name and address of the facility, the number of security staff engaged and the hours they will be in attendance. This must be accompanied by a copy of the company's Certificate of Currency (minimum \$20 million) Public Liability Insurance.
- Bookings where security staff are required include, but are not limited to:
 - Parties for age groups 13 through to 25 years
 - Functions, events, and reservation deemed to be high risk by Camden Council
- All bookings held at Catherine Fields Community Centre on Friday, Saturday, or Sunday evenings after 5pm. -- For reservations that commence prior to 5pm, but continue after this time, security must be engaged for the entire duration of the booking
- Any other function or reservation as required by Council
- A Security Sign on Sheet that must be completed by the rostered security personnel on arrival at the function. This document will be provided to hirers who are required to engage security as part of their confirmation documents.



- In the event of an emergency, it is the responsibility of the hirer and/or security to notify Police.
- An incident report must be provided to Council detailing any incident where damage to the facility is sustained, a person sustains injury or attendance is required by emergency personnel.

Consumption of Alcohol

- It is the hirers responsibility to notify Council, and the Police (through submission of the Safe Party Registration form and the Casual Hire Application form) of the intent to serve alcohol during the event/booking. Please note the facility restrictions noted below for restrictions specific to the consumption of alcohol.
- A 'Party Safety Registration Notification' is required for ALL casual hire reservations and must be completed PRIOR to the lodgement of the application form to Council. A copy is required to be provided to Council's Customer Relations when submitting your booking application form. The event number should be recorded in Section 4 – Permits and Licences. Applications that are not accompanied by a Safe Party Registration that is reflective of the event details provided on the Casual Hire Application form will not be accepted and the application will be considered incomplete.
- If the hirer is selling alcohol at the function/event, it is the hirers responsibility to obtain a temporary function licence "limited licence – single function" from the Office of Liquor Gaming and Racing. A copy of this permit must be submitted with the Casual Hire Application form.
- Alcohol is NOT to be consumed or taken outside any of Council's community facilities. Alcohol may only be consumed when inside the building or any adjoining enclosed fenced areas.

Cleaning

- Materials required to clean the facilities after use are supplied within the facility.
- 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 wiped up with warm water only.
- Wiping down all bench tops and appliances.
- Tables and chairs must be wiped down before being packed away.
- No food or drink should be left on the premises - kitchen appliances must be clean out prior to vacating the premises.
- All rubbish to be placed in bags and disposed of in the waste bins provided at the facility before leaving. Any excess rubbish must be removed from the premises by the hirer.
- Tables and chairs stacked and returned to the storeroom; all furniture should be accounted for.



- When hiring a facility that have an outdoor area associated with the facility, it is the hirers responsibility to ensure that all litter, broken glass etc. are removed from the outside area, including the car park.
- Reports relating to the state of the facility must be made in writing prior to or upon return of the facility access. Written reports are required if the facility is found in an unclean and or untidy state – photographic evidence is required to accompany written reports - emails can be directed to the Recreation team at mail@camden.nsw.gov.au for review.

Should you arrive to the facility for your booking and find it in an unsatisfactory condition, please contact the Council after hours number 13 CAMDEN (13 226336).

Damages and breakages

- All breakages must be reported to Council’s Customer Relations team on 13 CAMDEN (13 226336) as soon as possible.
- Any damage to the facility that will leave the facility unsecured (i.e. broken entry doors, broken glass etc.) must be reported to Council’s after-hours service on 13 CAMDEN (13 226336).
- 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.

Fire alarm activations and fire extinguishers

- NSW Fire Brigade is legally required to attend all fire alarm activations to ensure public safety and minimise property damage in case of an actual fire. If a fire alarm is activated during your function, the NSW Fire Brigade will attend to determine the cause of the activation.
- If the cause of the activation is deemed to be a false alarm due to user activities, for example – “simulated conditions from incense, candles, sparklers, smoke machine, smokers materials, etc.” - the hirer will be liable for the fine issued by NSW fire brigade, plus all administration fees imposed by the alarm monitoring company and Camden Council. The fine issued by NSW Fire Brigade is substantial – upwards of \$1,600.
- It is the hirer’s responsibility to avoid the use any items that may cause the fire alarm to be activated, including but not limited to smoke machines, dry ice machines and candles.
- 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.



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.
- It is expected that attendees depart the facility and the surrounding area as quickly as possible.
- Attendees must adhere to the Australian Road Rules – all parking signage must be adhered to; vehicles should not obstruct access to driveways or restrict parking in the street. Please use the designated car parking provided.
- When hiring a facility that has an associated car park, please note that Council cannot guarantee exclusive use of the car park.

First Aid

- Casual hirers should provide their own First Aid equipment for persons attending the function.
- In the event of an emergency, please call 000

Personal Property

- All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement.
- Access to the facility outside your confirmed hours of hire is not permitted.
- Should items be left in the facility, please contact Council's Customer Relations Team to discuss options to retrieve the item.
- Should the hirer attempt to access the facility outside of their confirmed hours of hire, the minimum hire charge of 1 hour will be applied and/or any call out fees generated from the access will be deducted from the facility bond.
- 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.



Decorations

- Decorations are welcome at the facility however they must all be removed at the conclusion of the function and must not damage the facility.
- All decorations must be floor weighted – use of any adhesive materials to secure decorations to the walls are prohibited.
- Helium balloons are not permitted in the facility. Should helium balloons be used, and any are left in the facility – particularly if they are stuck in the ceiling, the cost of removing any helium balloons will be automatically deducted from the hirers bond. This fee is outlined in the adopted fees and charges.
- Streamers and balloons must not be hung from the ceiling fans.
- NO smoke or dry ice machines are allowed.
- Throwing of confetti, glitters, sprays, party poppers, rice etc. is not permitted.

Smoking

- Smoking is not permitted in any Council facility; this includes the external spaces associates with the facilities (i.e. yard spaces) or within 10m of the entry to any facility.

Animal Displays

- Petting zoos and animal displays are only permitted where there is an enclosed courtyard that forms part of the facility hire.
- All messes must be cleaned up by the provider or the hirer.

Jumping Castles/Children's Amusement Centres (Softplay Equipment)

- Jumping castles must be no larger than 3m x 3m
- Public Liability Insurance to the value of \$20 million for the provider must be submitted
- Protective matting must be placed under the activity centre to protect the facility flooring and surrounds of at least 2m from activity edge
- Photographs of the protective matting must be supplied to Council when the facility key is returned. If photographs are not provided, the hirer risks forfeiting the bond
- Use of a jumping castle/amusement centre will incur an upgrade of the casual hire bond, to be confirmed with Council when booking
- The hirer/contractor is responsible for ensuring that the activity centre can be brought into the facility, erected and dismantled without causing damage to any area of the facility
- The hirer will be responsible for any damage to the facility arising from the use of the activity centre



- Jumping castles will need to be weighted/sand bagged down, no pegs are permitted
- Jumping castles are required to be powered by a generator and generators must be located outside of the facility, with any cables or associated power leads secured to the ground to alleviate potential trip hazards
- Jumping castles have a height restriction of no less than 500mm from ceiling height, please refer to following table for ceiling heights:

Birriwa Community Hall	2.8m
Catherine Field Community Centre	2.72m
Catherine Park Community Centre – Hall 1	2.69m
Catherine Park Community Centre – Meeting Room	Not permitted due to the size of the room
Currans Hill Community Centre	4.45m
Emerald Hills Community Centre	3.26m
Gregory Hills Donovan Room	3.17m
Gregory Hills – Molloy Room	Not permitted due to the size of the room
Harrington Park Community Centre – Hall 1	3m
Harrington Park Community Centre – Hall 2	Not permitted due to the size of the room
Jack Nash Clubroom	2.53m
Narellan Child Family and Community Centre	A smaller jumping castle no more than 4m in height is permitted. The jumping castle is not able to have stairs, slides, climbing equipment or flags



Sandown Rooms Oran Park	Minimum height of outer ceiling is 3.3 meters, height of the inner ceiling 3.5 meters.
Spring Farm Community - Hall 1	3.8m
Spring Farm Community - Hall 2	2.8m

Facility Specific Restrictions:

Birriwa Reserve Community Centre

- 18th and 21st birthday parties are not permitted at this facility

Catherine Fields Community Centre

- All bookings held on Friday, Saturday or Sunday evenings after 5pm require security. For reservations that commence prior to 5pm, but continue after this time, security must be engaged for the entire duration of the booking

Currans Hill Community Centre

- This is a shared facility with organisations who hold a lease agreement for the office spaces off the entry foyer. Hirers should not that the entry foyer does not form part of their hire and should only be used to access the hall or the shared bathrooms off the hallway.

Gregory Hills Community Centre

- This is a dual room facility and considerations must be given to the potential impact the activities of hirers of both rooms may have on each other.

- As a dual room facility, hirers will be required to share the bathroom resources.

Harrington Park Community Centre

- Alcohol is not permitted for bookings on Friday, Saturday or Sunday nights from 5pm. Bookings at this facility where alcohol will be present must cease before 5pm.

- This is a dual room facility and considerations must be given to the potential impact the activities of hirers of both rooms may have on each other.

- As a dual room facility, hirers will be required to share the bathroom resources.

- Hirers of Hall 1 will have use of the main kitchen.

- Hirers of Hall 2 will have use of the kitchenette within Hall 2 and will not be permitted to access the main kitchen.



Narellan Child Family and Community Centre

- Noise restrictions have been implemented in this facility. An in-house PA system has been provided and set to the approved volume for this facility. Use of amplified or external entertainment, such as DJ, jukebox or any other form of amplified sound is not permissible at this facility.
- This is a shared facility with organisations who hold a lease agreement for the office spaces off the entry foyer. Hirers should not that the entry foyer does not form part of their hire and should only be used to access the hall or the shared bathrooms off the hallway.
- The outdoor area does not form part of your hire.

Sandown Rooms - Oran Park Library

- The Sandown Rooms sit within the Oran Park Library precinct. Hirers must give consideration to the users of the library, particularly during Library operational hours.
- When guests are entering the Library space, during operational hours, the Library rules must be adhered to. This includes that children must be under the supervision of a person over the age of 18 years in any area outside of the Sandown Rooms.
- Your hire confirmation is for use of the Sandown Rooms only. Use of the foyer or outdoor areas does not form part of your hire.
- The glass wall at the end of Sandown Room 1 cannot be opened.
- The partition walls within the facility will not be configured for individual bookings. Reservations from 4pm Friday - 10:30pm Sunday will see the facility operate as a single room configuration.



Terms and Conditions of Regular Hire

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.
- Acknowledge that hire arrangements outside the confirmed regular hire agreement will constitute casual hire and will be processed under the casual hire application process including a separate application, payment of casual hire bond/casual hire fees and require collection of casual hire facility accesses.
- Acknowledge the fees and charges are adopted annually by Council and hire fees are subject to change from 1 July each year. This takes place after a period of Public Exhibition and adoption from Council.
- Acknowledge that the adopted room hire fees are statutory charges and as such cannot be waived. Hirers are classified as either commercial or community users and the associated rates apply.
- Under no circumstances enter any areas other than the room confirmed in your hire agreement, common area (bathrooms, cleaners store etc) or areas external to the facility.
- Under no circumstances attempt to, or enter the facility outside your confirmed reservation times. Hirers who access the facility outside the confirmed hours will be in breach of the terms and conditions of regular hall hire and risk cancellation of their booking.
- Adhere strictly to the hiring hours. All hirers should include set up, pack down and cleaning time required in the hours of the booking. This is inclusive of any additional time required to undertake the relevant COVID-19 requirements. 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 charged to the hirer.
- All community facilities and clubrooms have been fitted with swipe card alarm systems. It is the responsibility of the hirer to swipe in and out of the facility at every reservation. The only exception to this is in dual room facilities where there is a hirer already using the alternative room. Where hirers have use of dual room facilities and there is a hirer utilising the other hall, hirers should lock the room they have confirmed hire of and exit the facility without activating the facility alarm.
- Acknowledge that the tables and chairs that Council provide are the maximum capacity limit for the facility outside of the COVID-19 capacity restrictions. The maximum facility capacity cannot be exceeded, and hirers cannot bring additional furniture into the facility. Where the capacity advised is limited due to the COVID-19 restrictions, hirers must adhere to the most recent capacity advice for all facilities as provided by Council. Breaches of these capacities may result in your hire agreement being cancelled by Council, and are subject to penalties and enforcement by NSW Police and/or relevant government agencies.
- Hirers must not sub-let the facility under any circumstances and allow access to Council upon request at any time.
- 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 to the facility during the activity will be charged to you as the hirer.
- Acknowledge that animals are not permitted in any Council building, with the exception of service animals.
- Ensure that there is to be no emission of offensive noise from the activities undertaken at the hall, patrons/guests entering or leaving the premises, carpark or surrounds.
- IN CASE OF EMERGENCY - notify the appropriate emergency service immediately on 000. Report all incidents, accidents or near misses, including submitting photographs to Council's Recreation Team within 24 hours of your hire or the next business day. Reports must be made in writing and should be



submitted via email using recreationofficers@camden.nsw.gov.au During business hours contact the Recreation Team on 13 CAMDEN (13 226336) to discuss or for reports requiring after hours support, please call Council's after-hours service on 13 CAMDEN (13 226336). Please note there may be a short delay in response times as these calls are monitored and managed by a third party contractor.

- Ensure the facility is clean and all windows and doors are locked at the end of your confirmed hours of hire.
- Ensure all Council buildings and enclosed areas are maintained as smoke free zones.
- Nominate an alternative contact to assume responsibility on behalf of the hirer in their absence. This includes ensuring the keys and access passes are provided to the alternative contact.
- Note that breach of these terms and conditions may result in the cancellation of hire arrangements in Council managed facilities.

If you experience any difficulties during your period of hire, please contact Council's after-hours service on 13 CAMDEN (13 226336).

Cancellations and amendments to regular hire confirmation/agreement

- All requests to cancel regular hire agreements must be made in writing with a minimum of 14 days written notice provided. Should less than 14 days written notice be provided, any confirmed instances of hire that fall within that time period will be included in the next monthly invoice. Requests must be provided to recreationofficers@camden.nsw.gov.au Hire fees are non-refundable and non-transferable if less than 14 days written notice has been given.
- Amendments to regular hire agreements must be made using the "Amend a Regular Hire" form available in the 'Payments and Forms' section of Council's website.
- Requests for amendments or cancellation can only be processed if received in writing from either the primary or secondary contact nominated on the application form
- Requests cannot be processed if submitted by another party not named on the application form.
- A cancellation/amendment booking administration fee may be applied as per the Adopted Fees and Charges.
- In the case of emergency, state, federal or local government election, Council may cancel your booking. Where an alternate venue cannot be supplied, your reservation will be cancelled and not invoiced. Where possible advanced notice will be provided, however in cases of emergency this is not always possible.

Facility keys/access passes

- Regular hirers will be issued with the key/s or access card for the facility your hire is confirmed for. Access cards will be programmed to each user's confirmed hours of hire and will not allow access into the facility outside of the confirmed hours of hire.
- A key bond is required upon collection of the keys/access card prior to the commencement of hire. The key bond will be refunded upon return of the keys/access card and once full payment of any outstanding accounts is received. Please note - 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 hirers
- One swipe/access card will be issued to each user/group as part of their confirmed hire agreement. Requests for additional swipe cards/keys must be made in writing to the Facilities Team, outlining the details of the request, for consideration.



Public Liability Insurance

- Regular hirers, including registered clubs, sporting clubs and corporate bodies are required to carry sufficient insurance for their activity; this must be a minimum of \$20 million public liability.
- A copy of the certificate of currency for this policy must be provided at the time of booking. Where PLI expires during the period of hire, an updated Certificate of Currency must be provided to Council on or before the expiry date.
- Regular hirers are encouraged to provide their own First Aid equipment for persons attending the facility.

COVID-19 requirements

- Hirers are required to comply with all COVID-19 requirements current at the time of each reservation. Advice on requirements, and changes to requirements, will be provided from Camden Council. This includes, but is not limited to, submission of a COVID Safe Plan, use of QR codes for attendee sign in, touch point cleaning requirements.
- All requirements outlined by Camden Council must be adhered to. COVID Safe requirements will be developed in conjunction with current health advice. Hirers must adhere to the advice provided by Council as the asset owners.
- Hirers must comply with the current facility capacity advice as provided by Camden Council. Breaches of these capacities may result in your hire agreement being cancelled by Council, and are subject to penalties and enforcement by NSW Police and/or relevant government agencies.

Cleaning

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

- Sweeping and spot cleaning of any spills must be completed for any hard surface flooring.
- Wiping down all benches, tables, chairs and appliances.
- No food or drink, including ice should be left in the premises including the refrigerator/freezer.
- Rubbish is to be disposed of using the bins provided on the outside of the facility.
- Tables and chairs should be safely stacked in the storeroom. All furniture must be accounted for.
- All external areas of the facility, including the car park, must be tidy and free of litter.

Please report if the facility is not found in a clean and tidy state - photographic evidence is required for proof of unsatisfactory condition of the facility prior to hire.

Damages 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 invoiced to the hirer.

All reports of breakages and/or damage to the facility must be reported to Council's Recreation Team in writing, with photographic evidence.



Parking, noise and Surrounding residents

- Many Council managed community facilities sit within a residential area therefore it is expected that users give consideration and respect to the surrounding residents.
- 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 facility car park and adhere to on street parking signage at all times.

Personal Property/Storage

- Storage amenities are not available in all community facilities.
- At times storage areas will be shared. Please be considerate of other users when packing away all equipment. The use of shared storage areas is at the discretion of the Recreation Team.
- Items should not be stored outside or above designated storage cupboards/cages/areas.
- Under the adopted schedule of fees and charges there is an annual hire fee (applied per storage area) . This fee will be invoiced in your first month of hire once an agreement for use has been reached.
- Access to allocated storage facilities for any reason is considered use of the facility and if the area is being accessed outside your confirmed booking schedule, a reservation must be submitted to the Recreation Team, and the associated hire fees apply.
- Please note all hirers are responsible for the care and control of their own personal property and loss or damage to such items is not covered by Council's insurance policy. Items of value are stored at the facility at the users own risk.
- The hirer acknowledges that some facilities are shared facilities and may be used by other groups or third parties. Council is not responsible for loss, damage or stolen property belonging to the hirer or their invitees.
- Any electrical equipment brought into the premises must be tested and tagged by an accredited tester. Evidence of this information can be requested by Council at any time.
- Storage of chemicals and dangerous goods is strictly prohibited.

Decorations, posters and marketing materials

- Approval is required from Council's Recreation Team for placement of any marketing materials.
- Posters and marketing materials can be placed on facility notice boards after approval. If hirers would like marketing materials placed on noticeboards at Council managed facilities across the LGA, details must be confirmed with Council's Recreation Team.
- Posters and advertising materials are not to be placed in windows and doors of the facility.
- Any materials found in facilities without approval can be removed by Council.

Smoking

- Smoking is not permitted in any Council facility; this includes the external spaces associates with the facilities (i.e. yard spaces) or within 10m of the entry to any facility.



Invoicing of hire fees and associated costs

- An invoice will be issued monthly. Payment is required within 30 days of the date of the invoice. 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 effective immediately.
- In circumstances where Council's Accounts Team identifies multiple occasions where hire fees/invoices are outstanding for an extended period of time, Council may suspend hire and give consideration to continuation of the existing hire agreement or entering into new hire agreements.
- Invoices will be inclusive of all instances of hire advised in the confirmation agreement.
- The fees and charges are adopted annually by Council and hire fees are subject to change from 1 July.
- A facility key bond is payable for each set of facility keys/access cards issued.
- In facilities where storage is available, a hire fee outlined in the adopted fees and charges will be applied per storage area taken. This is an annual hire fee. In circumstances where shared storage is utilised, each group who has use of the shared storage will have the full fee applied.

Emergency Contact Information

Emergency Services - 000

Narellan Police Station - 02 4632 4499 corner Camden Valley Way and Wilson Crescent, Narellan

Camden Council afterhours service - 13 CAMDEN (13 226336)

