



## REGULAR HALL HIRE EXPRESSION OF INTEREST July 2024 to June 2025

### INTERNAL USE ONLY

Registration No. \_\_\_\_\_  
EDMS: \_\_\_\_\_  
Reservation: \_\_\_\_\_  
Confirmation: \_\_\_\_\_

**Regular hall hire definition** – hirers who, in a single booking, hire the same facility on a minimum of 10 occasions in a *financial* year that form a consecutive pattern.

**Exclusion date definition** - exclusion dates are instances of hire that users will not have access to the facility as part of their regular hire agreements. Hirers affected by exclusion dates will be notified of these dates in the confirmation documents.

**COVID-19 requirements** – these refer to the requirements current at the time of each reservation and are subject to change without notice. Advice will be provided from Camden Council in line with NSW Health and State/Federal Government recommendations and guidelines.

Section 1 – Primary contact			
Organisation:			
ABN (if applicable):			
First Name:		Surname:	
Position:			
Type of organisation:	<input type="radio"/> Not-for-profit / Community * <input type="radio"/> Commercial	*To be eligible for community/NFP rate, you must provide a copy of your Certificate of Incorporation issued by Department of Fair Trading or a ruling from ATO that your group is classified as a not-for-profit organisation.	
Postal address: (required for accounts)			
Suburb:		Postcode:	
Mobile contact: A mobile contact number must be provided for all bookings.		Email:	
Section 2 – Secondary contact			
This is a mandatory field. Bookings will not be processed without this information.			
Name:			
Position:			
Mobile contact: A mobile contact number must be provided for all bookings.		Email:	

Should any of the above contact information change throughout the confirmed hire period, advice of the changes must be provided in writing to [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@camden.nsw.gov.au) or log into your groups Bookable profile to update your details.



### Section 3 – Purpose of hire (please tick)

<input type="checkbox"/>	Church / religious group	<input type="checkbox"/>	Community services
<input type="checkbox"/>	Dancing	<input type="checkbox"/>	Fitness
<input type="checkbox"/>	Martial arts	<input type="checkbox"/>	Music
<input type="checkbox"/>	Playgroup	<input type="checkbox"/>	Seniors
<input type="checkbox"/>	Tutoring	<input type="checkbox"/>	Other (please specify):

### Section 4 – Reservation details

Please complete both the tables below and the annual calendar for EACH venue/room requested:

<b>Facility Name:</b>		<b>Room:</b>	
<b>First date of hire:</b>		<b>Last hire date:</b>	

Please note:

- Where an application is not submitted for a full annual allocation of hire (ie a term at a time, a few months at a time etc) Council cannot guarantee the availability of the facility past the last confirmed date of hire.
- Advance bookings are not permitted. Commencement of hire/use must be within 2 weeks (10 working days) of the first confirmed date of hire. Failure to commence within this timeframe may result in Council cancelling your hire agreement.
- Any instances of hire that fall outside of your regular hire booking pattern will need to be applied for as casual hall hire and follow the casual application process.

<b>Estimated participants:</b>		All facilities have a determined maximum capacity. It is the hirers responsibility to ensure that this capacity is not breached. This includes the COVID-19 capacities current at the time of each reservation. These capacities are subject to change without notice.	
<b>Frequency of hire:</b> Eg weekly / fortnightly / monthly		<b>PLI Policy Number:</b>	

<i>Details</i>	<i>Arrival</i>	<i>Departure</i>	<i>Estimated number of users</i>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please note that all reservation requests must be inclusive of set up and pack down times, as well as completion of any COVID-19 related requirements (cleaning, attendee registration etc) No additional time other than the hours of hire applied for in the hire application will be considered or allocated without submission of a booking amendment either via the amend a regular hire form, or an online submission through Bookable. Please note the Amend a Regular Hire fee that accompanies all amendment requests.

### Section 5 – Community facilities booking request calendar **July 24 to June 25**



Please tick  in the box to the left of every required date of hire


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Jul 2024	2 Jul 2024	3 Jul 2024	4 Jul 2024	5 Jul 2024	6 Jul 2024
7 Jul 2024	8 Jul 2024	9 Jul 2024	10 Jul 2024	11 Jul 2024	12 Jul 2024	13 Jul 2024
14 Jul 2024	15 Jul 2024	16 Jul 2024	17 Jul 2024	18 Jul 2024	19 Jul 2024	20 Jul 2024
21 Jul 2024	22 Jul 2024	23 Jul 2024	24 Jul 2024	25 Jul 2024	26 Jul 2024	27 Jul 2024
28 Jul 2024	29 Jul 2024	30 Jul 2024	31 Jul 2024	1 Aug 2024	2 Aug 2024	3 Aug 2024
4 Aug 2024	5 Aug 2024	6 Aug 2024	7 Aug 2024	8 Aug 2024	9 Aug 2024	10 Aug 2024
11 Aug 2024	12 Aug 2024	13 Aug 2024	14 Aug 2024	15 Aug 2024	16 Aug 2024	17 Aug 2024
18 Aug 2024	19 Aug 2024	20 Aug 2024	21 Aug 2024	22 Aug 2024	23 Aug 2024	24 Aug 2024
25 Aug 2024	26 Aug 2024	27 Aug 2024	28 Aug 2024	29 Aug 2024	30 Aug 2024	31 Aug 2024
1 Sep 2024	2 Sep 2024	3 Sep 2024	4 Sep 2024	5 Sep 2024	6 Sep 2024	7 Sep 2024
8 Sep 2024	9 Sep 2024	10 Sep 2024	11 Sep 2024	12 Sep 2024	13 Sep 2024	14 Sep 2024
15 Sep 2024	16 Sep 2024	17 Sep 2024	18 Sep 2024	19 Sep 2024	20 Sep 2024	21 Sep 2024
22 Sep 2024	23 Sep 2024	24 Sep 2024	25 Sep 2024	26 Sep 2024	27 Sep 2024	28 Sep 2024
29 Sep 2024	30 Sep 2024	1 Oct 2024	2 Oct 2024	3 Oct 2024	4 Oct 2024	5 Oct 2024
6 Oct 2024	7 Oct 2024	8 Oct 2024	9 Oct 2024	10 Oct 2024	11 Oct 2024	12 Oct 2024
13 Oct 2024	14 Oct 2024	15 Oct 2024	16 Oct 2024	17 Oct 2024	18 Oct 2024	19 Oct 2024
20 Oct 2024	21 Oct 2024	22 Oct 2024	23 Oct 2024	24 Oct 2024	25 Oct 2024	26 Oct 2024
27 Oct 2024	28 Oct 2024	29 Oct 2024	30 Oct 2024	31 Oct 2024	1 Nov 2024	2 Nov 2024
3 Nov 2024	4 Nov 2024	5 Nov 2024	6 Nov 2024	7 Nov 2024	8 Nov 2024	9 Nov 2024
10 Nov 2024	11 Nov 2024	12 Nov 2024	13 Nov 2024	14 Nov 2024	15 Nov 2024	16 Nov 2024
17 Nov 2024	18 Nov 2024	19 Nov 2024	20 Nov 2024	21 Nov 2024	22 Nov 2024	23 Nov 2024
24 Nov 2024	25 Nov 2024	26 Nov 2024	27 Nov 2024	28 Nov 2024	29 Nov 2024	30 Nov 2024
1 Dec 2024	2 Dec 2024	3 Dec 2024	4 Dec 2024	5 Dec 2024	6 Dec 2024	7 Dec 2024
8 Dec 2024	9 Dec 2024	10 Dec 2024	11 Dec 2024	12 Dec 2024	13 Dec 2024	14 Dec 2024
15 Dec 2024	16 Dec 2024	17 Dec 2024	18 Dec 2024	19 Dec 2024	20 Dec 2024	21 Dec 2024
22 Dec 2024	23 Dec 2024	24 Dec 2024	25 Dec 2024	26 Dec 2024	27 Dec 2024	28 Dec 2024
29 Dec 2024	30 Dec 2024	31 Dec	1 Jan 2025	2 Jan 2025	3 Jan 2025	4 Jan 2025
5 Jan 2025	6 Jan 2025	7 Jan 2025	8 Jan 2025	9 Jan 2025	10 Jan 2025	11 Jan 2025
12 Jan 2025	13 Jan 2025	14 Jan 2025	15 Jan 2025	16 Jan 2025	17 Jan 2025	18 Jan 2025
19 Jan 2025	20 Jan 2025	21 Jan 2025	22 Jan 2025	23 Jan 2025	24 Jan 2025	25 Jan 2025
26 Jan 2025	27 Jan 2025	28 Jan 2025	29 Jan 2025	30 Jan 2025	31 Jan 2025	1 Feb 2025
2 Feb 2025	3 Feb 2025	4 Feb 2025	5 Feb 2025	6 Feb 2025	7 Feb 2025	8 Feb 2025
9 Feb 2025	10 Feb 2025	11 Feb 2025	12 Feb 2025	13 Feb 2025	14 Feb 2025	15 Feb 2025
16 Feb 2025	17 Feb 2025	18 Feb 2025	19 Feb 2025	20 Feb 2025	21 Feb 2025	22 Feb 2025
23 Feb 2025	24 Feb 2025	25 Feb 2025	26 Feb 2025	27 Feb 2025	28 Feb 2025	1 Mar 2025
2 Mar 2025	3 Mar 2025	4 Mar 2025	5 Mar 2025	6 Mar 2025	7 Mar 2025	8 Mar 2025
9 Mar 2025	10 Mar 2025	11 Mar 2025	12 Mar 2025	13 Mar 2025	14 Mar 2025	15 Mar 2025
16 Mar 2025	17 Mar 2025	18 Mar 2025	19 Mar 2025	20 Mar 2025	21 Mar 2025	22 Mar 2025
23 Mar 2025	24 Mar 2025	25 Mar 2025	26 Mar 2025	27 Mar 2025	28 Mar 2025	29 Mar 2025
30 Mar 2025	31 Mar 2025	1 Apr 2025	2 Apr 2025	3 Apr 2025	4 Apr 2025	5 Apr 2025
6 Apr 2025	7 Apr 2025	8 Apr 2025	9 Apr 2025	10 Apr 2025	11 Apr 2025	12 Apr 2025
13 Apr 2025	14 Apr 2025	15 Apr 2025	16 Apr 2025	17 Apr 2025	18 Apr 2025	19 Apr 2025
20 Apr 2025	21 Apr 2025	22 Apr 2025	23 Apr 2025	24 Apr 2025	25 Apr 2025	26 Apr 2025
27 Apr 2025	28 Apr 2025	29 Apr 2025	30 Apr 2025	1 May 2025	2 May 2025	3 May 2025
4 May 2025	5 May 2025	6 May 2025	7 May 2025	8 May 2025	9 May 2025	10 May 2025
11 May 2025	12 May 2025	13 May 2025	14 May 2025	15 May 2025	16 May 2025	17 May 2025
18 May 2025	19 May 2025	20 May 2025	21 May 2025	22 May 2025	23 May 2025	24 May 2025
25 May 2025	26 May 2025	27 May 2025	28 May 2025	29 May 2025	30 May 2025	31 May 2025
1 June 2025	2 June 2025	3 June 2025	4 June 2025	5 June 2025	6 June 2025	7 June 2025
8 June 2025	9 June 2025	10 June 2025	11 June 2025	12 June 2025	13 June 2025	14 June 2025
15 June 2025	16 June 2025	17 June 2025	18 June 2025	19 June 2025	20 June 2025	21 June 2025
22 June 2025	23 June 2025	24 June 2025	25 June 2025	26 June 2025	27 June 2025	28 June 2025
29 June 2025	30 June 2025	NOTE: Public holiday and school holiday dates can be included in your EOI application. This is general advice to assist you with planning your programs/bookings.				
Public Holiday	School Holidays					

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 6 – Supporting documentation

This is a mandatory field. Bookings will not be processed without this information.

 I have attached the following documents:

- Certificate of Incorporation – applicable for not-for-profit groups only**  
To be eligible for community/NFP rate, you must provide a copy of your Certificate of Incorporation issued by Department of Fair Trading or a ruling from ATO that your group is classified as a not-for-profit organization.
- \$20 million Public Liability Insurance**  
Please note that your application will not be accepted without a copy of your current Certificate of Currency showing minimum \$20 million Public Liability insurance coverage. When this expires throughout the annual hire, Council must be supplied with an updated certificate of currency.  
**Please note** the parties named on any supporting documents must match the organisation named on the application form.

## Section 7 – Terms and Conditions

### The hirer must:

1. Be over 18 years of age to book the facility and sign the terms and conditions.
2. State precisely the type of activity to take place in the facility.
3. Acknowledge that hire arrangements outside the confirmed regular hire agreement will constitute casual hire and will be processed under the casual hire process (either via Bookable or an application form). This process includes a separate application, payment of casual hire bond/casual hire fees and require collection of casual hire facility accesses.
4. Acknowledge that where an application is not submitted for a full annual allocation of hire (ie a term at a time, a few months at a time etc) Council cannot guarantee the availability of the facility past the last confirmed date of hire.
5. Acknowledge that advance bookings are not permitted. Commencement of hire/use must be within 2 weeks (10 working days) of the first confirmed date of hire. Failure to commence within this timeframe may result in Council cancelling your hire agreement.
6. Acknowledge that a minimum of 5 business days notice is required for processing of new regular hire applications.
7. 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.
8. 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 (supporting document required to obtain these rates) and the associated fees apply.
9. **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.
10. **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.
11. **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 COVID-19 requirements relevant at the time of the 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 charged to the hirer. Access cards are programmed to hirers confirmed hours of hire under their regular hire agreement.
12. 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.
13. 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.

14. Hirers must not sub-let the facility under any circumstances. Should a hirer no longer require their allocation, they must provide 14 days written notice of their cancellation advice.
15. Hirers must provide access to Council upon request at any time.
16. 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.
17. Acknowledge that animals are not permitted in any Council building, with the exception of service animals.
18. 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.
19. 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 [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@camden.nsw.gov.au) during business hours contact the Recreation Team on 4645 5667 to discuss or for reports requiring after hours support, please call Council's after-hours service on 13 22 63. Please note there may be a short delay in response times as these calls are monitored and managed by a third party contractor.
20. Ensure the facility is clean and all windows and doors are locked at the end of your confirmed hours of hire. If hirers find a facility left in an unacceptable state, they are required to provide a written report to [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@camden.nsw.gov.au) and include photos of the issues raised.
21. Ensure all Council buildings and associated outdoor areas are maintained as smoke free zones.
22. 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.
23. 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 22 63.**

#### ***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 [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@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 can be made using the "Amend a Regular Hire" form available in the 'Payments and Forms' section of Council's website or alternatively applicants can request amendments on Bookable by logging into their customer profile. A tutorial video is available on Council's website - [Online Bookings » Camden Council \(nsw.gov.au\)](#)
- 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 event of an emergency, or 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 an emergency this is not always possible.
- At times where facility closures are required, Council may be required to cancel your booking without notice. This can be for a number of reasons including, but not limited to COVID-19



restrictions and Public Health advice, facility maintenance etc.

### **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.**
- The applied key bond is identified and charged at the rate identified under the adopted fees and charges, which is subject to change annually from 1 July.
- 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**

- All regular hirers, including registered clubs, sporting clubs and corporate organisations are required to hold and provide 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 as part of your application for regular hire and is required as part of every application. 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.
- 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.
- Council will review and apply restrictions in line with advice or applicable Public Health Orders from NSW Health and the NSW Government, however please note as the asset owner, Council can apply additional requirements and restrictions at their discretion.

### **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 and bin compounds provided outside the facility.
- Tables and chairs should be safely stacked in the storeroom ensuring that doorways and access to storage cupboards is not restricted. All furniture must be accounted for at the end of the booking.
- Furniture should not be removed from the room or left in common areas of the facility.
- 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 as part**





**of the facility report. Please submit all reports to the Recreation Team using [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@camden.nsw.gov.au)**

#### ***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 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.
- 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.
- A number of Council's community facilities are dual room facilities, and/or co-located with other community assets such as sporting grounds or library resources. Council cannot guarantee exclusive access to the venue parking, and where parking is not available on arrival hirers must source alternative parking – ensuring that regulatory signage and all parking restrictions are adhered to.
- The hirer is responsible for the preservation of good order during and following the hire of the facility.

#### ***Personal property/storage***

- Storage amenities are not available in all community facilities.
- At times storage areas in some facilities will be shared between users. Please be considerate of other users when packing away all equipment ensuring that items are stored in a safe manner. 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 casual hire application must be submitted, and the associated casual hire process and rules.
- Please note all hirers are responsible for the care and control of their own personal property and loss or damage to 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.
- Food items should not be stored in the facility.

#### ***Decorations, posters and marketing materials***

- Approval is required from Council's Recreation Team for placement of any marketing materials.
- Posters and marketing material can be placed on facility notice boards after approval is sought from Council. If hirers would like marketing materials placed on noticeboards at Council



managed facilities across the LGA, copies of marketing materials must be provided to Council's Recreation Team for distribution. The maximum size for advertising posters is A3.

- 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**

- Council has adopted a no smoking policy. No smoking is permitted inside or outside Council's community facilities.

#### **Invoicing of hire fees and associated costs**

- An invoice will be issued monthly and can be accessed at any time on the Bookable platform. 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, the hire agreement may be cancelled effective immediately.
- Invoices will be inclusive of all instances of hire advised in the confirmation agreement. Available payment methods are noted on the invoice issued.
- 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, and/or entering into any new hire agreements.
- 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.
- The fees and charges are adopted annually by Council and hire fees are subject to change from 1 July.

***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.**





## Section 8 – Agreement

This is a mandatory field. Bookings will not be processed without this information.

I, the hirer, acknowledge that I have read and agree to the terms and conditions of hire.

I understand my responsibilities in relation to the hire of the Camden Council community facility asset outlined in my application and that any breach of the terms and conditions outlined in this application may result in additional costs, suspension or cancellation of hire.

I acknowledge that the hours of hire outlined on my application form are inclusive of time required for set up, pack down, in addition to compliance with COVID requirements and operation of my activity/booking purpose.

I agree to be fully responsible for the payment of the hire fees, and any additional costs arising from hire of Council facility in accordance with the terms and conditions of regular hire.

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Signature</b>	
<b>Date</b>	

Please return the completed application form to Council's Recreation team for consideration via email to [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@camden.nsw.gov.au).

