

2022 REGULAR HALL HIRE EXPRESSION OF INTEREST

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 calendar 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 recreationofficers@camden.nsw.gov.au

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:

Facility Name:		Room:	
First date of hire:		Last hire date:	

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 reservation pattern will need to be applied for as casual hall hire and follow the casual application process.

Estimated participants:		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.
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Frequency of hire: Eg weekly / fortnightly / monthly		PLI Policy Number:	
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<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 on the application form will be considered or allocated without submission of an Amend a Regular Hire form. Please note the Amend a Regular Hire fee that accompanies all amendment requests.

Section 5 – Community facilities booking request calendar 2022

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Jan 2022
2 Jan 2022	3 Jan 2022	4 Jan 2022	5 Jan 2022	6 Jan 2022	7 Jan 2022	8 Jan 2022
9 Jan 2022	10 Jan 2022	11 Jan 2022	12 Jan 2022	13 Jan 2022	14 Jan 2022	15 Jan 2022
16 Jan 2022	17 Jan 2022	18 Jan 2022	19 Jan 2022	20 Jan 2022	21 Jan 2022	22 Jan 2022
23 Jan 2022	24 Jan 2022	25 Jan 2022	26 Jan 2022	27 Jan 2022	28 Jan 2022	29 Jan 2022
30 Jan 2022	31 Jan 2022	1 Feb 2022	2 Feb 2022	3 Feb 2022	4 Feb 2022	5 Feb 2022
6 Feb 2022	7 Feb 2022	8 Feb 2022	9 Feb 2022	10 Feb 2022	11 Feb 2022	12 Feb 2022
13 Feb 2022	14 Feb 2022	15 Feb 2022	16 Feb 2022	17 Feb 2022	18 Feb 2022	19 Feb 2022
20 Feb 2022	21 Feb 2022	22 Feb 2022	23 Feb 2022	24 Feb 2022	25 Feb 2022	26 Feb 2022
27 Feb 2022	28 Feb 2022	1 Mar 2022	2 Mar 2022	3 Mar 2022	4 Mar 2022	5 Mar 2022
6 Mar 2022	7 Mar 2022	8 Mar 2022	9 Mar 2022	10 Mar 2022	11 Mar 2022	12 Mar 2022
13 Mar 2022	14 Mar 2022	15 Mar 2022	16 Mar 2022	17 Mar 2022	18 Mar 2022	19 Mar 2022
20 Mar 2022	21 Mar 2022	22 Mar 2022	23 Mar 2022	24 Mar 2022	25 Mar 2022	26 Mar 2022
27 Mar 2022	28 Mar 2022	29 Mar 2022	30 Mar 2022	31 Mar 2022	1 Apr 2022	2 Apr 2022
3 Apr 2022	4 Apr 2022	5 Apr 2022	6 Apr 2022	7 Apr 2022	8 Apr 2022	9 Apr 2022
10 Apr 2022	11 Apr 2022	12 Apr 2022	13 Apr 2022	14 Apr 2022	15 Apr 2022	16 Apr 2022
17 Apr 2022	18 Apr 2022	19 Apr 2022	20 Apr 2022	21 Apr 2022	22 Apr 2022	23 Apr 2022
24 Apr 2022	25 Apr 2022	26 Apr 2022	27 Apr 2022	28 Apr 2022	29 Apr 2022	30 Apr 2022
1 May 2022	2 May 2022	3 May 2022	4 May 2022	5 May 2022	6 May 2022	7 May 2022
8 May 2022	9 May 2022	10 May 2022	11 May 2022	12 May 2022	13 May 2022	14 May 2022
15 May 2022	16 May 2022	17 May 2022	18 May 2022	19 May 2022	20 May 2022	21 May 2022
22 May 2022	23 May 2022	24 May 2022	25 May 2022	26 May 2022	27 May 2022	28 May 2022
29 May 2022	30 May 2022	31 May 2022	1 Jun 2022	2 Jun 2022	3 Jun 2022	4 Jun 2022
5 Jun 2022	6 Jun 2022	7 Jun 2022	8 Jun 2022	9 Jun 2022	10 Jun 2022	11 Jun 2022
12 Jun 2022	13 Jun 2022	14 Jun 2022	15 Jun 2022	16 Jun 2022	17 Jun 2022	18 Jun 2022
19 Jun 2022	20 Jun 2022	21 Jun 2022	22 Jun 2022	23 Jun 2022	24 Jun 2022	25 Jun 2022
26 Jun 2022	27 Jun 2022	28 Jun 2022	29 Jun 2022	30 Jun 2022	1 Jul 2022	2 Jul 2022
3 Jul 2022	4 Jul 2022	5 Jul 2022	6 Jul 2022	7 Jul 2022	8 Jul 2022	9 Jul 2022
10 Jul 2022	11 Jul 2022	12 Jul 2022	13 Jul 2022	14 Jul 2022	15 Jul 2022	16 Jul 2022
17 Jul 2022	18 Jul 2022	19 Jul 2022	20 Jul 2022	21 Jul 2022	22 Jul 2022	23 Jul 2022
24 Jul 2022	25 Jul 2022	26 Jul 2022	27 Jul 2022	28 Jul 2022	29 Jul 2022	30 Jul 2022
31 Jul 2022	1 Aug 2022	2 Aug 2022	3 Aug 2022	4 Aug 2022	5 Aug 2022	6 Aug 2022
7 Aug 2022	8 Aug 2022	9 Aug 2022	10 Aug 2022	11 Aug 2022	12 Aug 2022	13 Aug 2022
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28 Aug 2022	29 Aug 2022	30 Aug 2022	31 Aug 2022	1 Sep 2022	2 Sep 2022	3 Sep 2022
4 Sep 2022	5 Sep 2022	6 Sep 2022	7 Sep 2022	8 Sep 2022	9 Sep 2022	10 Sep 2022
11 Sep 2022	12 Sep 2022	13 Sep 2022	14 Sep 2022	15 Sep 2022	16 Sep 2022	17 Sep 2022
18 Sep 2022	19 Sep 2022	20 Sep 2022	21 Sep 2022	22 Sep 2022	23 Sep 2022	24 Sep 2022
25 Sep 2022	26 Sep 2022	27 Sep 2022	28 Sep 2022	29 Sep 2022	30 Sep 2022	1 Oct 2022
2 Oct 2022	3 Oct 2022	4 Oct 2022	5 Oct 2022	6 Oct 2022	7 Oct 2022	8 Oct 2022
9 Oct 2022	10 Oct 2022	11 Oct 2022	12 Oct 2022	13 Oct 2022	14 Oct 2022	15 Oct 2022
16 Oct 2022	17 Oct 2022	18 Oct 2022	19 Oct 2022	20 Oct 2022	21 Oct 2022	22 Oct 2022
23 Oct 2022	24 Oct 2022	25 Oct 2022	26 Oct 2022	27 Oct 2022	28 Oct 2022	29 Oct 2022
30 Oct 2022	31 Oct 2022	1 Nov 2022	2 Nov 2022	3 Nov 2022	4 Nov 2022	5 Nov 2022
6 Nov 2022	7 Nov 2022	8 Nov 2022	9 Nov 2022	10 Nov 2022	11 Nov 2022	12 Nov 2022
13 Nov 2022	14 Nov 2022	15 Nov 2022	16 Nov 2022	17 Nov 2022	18 Nov 2022	19 Nov 2022
20 Nov 2022	21 Nov 2022	22 Nov 2022	23 Nov 2022	24 Nov 2022	25 Nov 2022	26 Nov 2022
27 Nov 2022	28 Nov 2022	29 Nov 2022	30 Nov 2022	1 Dec 2022	2 Dec 2022	3 Dec 2022
4 Dec 2022	5 Dec 2022	6 Dec 2022	7 Dec 2022	8 Dec 2022	9 Dec 2022	10 Dec 2022
11 Dec 2022	12 Dec 2022	13 Dec 2022	14 Dec 2022	15 Dec 2022	16 Dec 2022	17 Dec 2022
18 Dec 2022	19 Dec 2022	20 Dec 2022	21 Dec 2022	22 Dec 2022	23 Dec 2022	24 Dec 2022
25 Dec 2022	26 Dec 2022	27 Dec 2022	28 Dec 2022	29 Dec 2022	30 Dec 2022	31 Dec 2022


Public holidays	School Holidays	Please note these dates of hire are available to be included in your EOI application, this is general advice to assist your with planning your program/bookings.
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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 organisation.

\$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 application process including a separate application, payment of casual hire bond/casual hire fees and require collection of casual hire facility accesses.
4. 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.
5. 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.
6. **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.
7. **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.
8. **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.
9. 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.
10. 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.
11. Hirers must not sub-let the facility under any circumstances and allow access to Council upon request at any time.
12. 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.

13. Acknowledge that animals are not permitted in any Council building, with the exception of service animals.
14. 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.
15. 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 4645 5667 to discuss or for reports requiring after hours support, please call Council's after-hours service on 4654 7777. Please note there may be a short delay in response times as these calls are monitored and managed by a third party contractor.
16. Ensure the facility is clean and all windows and doors are locked at the end of your confirmed hours of hire.
17. Ensure all Council buildings and enclosed areas are maintained as smoke free zones.
18. 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.
19. 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 4654 7777.

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.
- All hirers with a current regular hire agreement must submit a current COVID Safety Plan and QR code that must be provided for use by attendees at each reservation.
- 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.**

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.
- 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

- 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. Payment is required within 14 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.

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 community facility outlined in my application and that any breach of the terms and conditions of hire 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, 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 the Council facility in accordance with the terms and conditions of regular hire.

Name	
Position	
Organisation	
Signature	
Date	

Please return the completed application form to Council’s Recreation team for consideration via email to recreationofficers@camden.nsw.gov.au

Please note that due to the current COVID-19 restrictions, all application forms must be received electronically. Hand delivered applications will not be accepted.

For assistance or to discuss your application, please contact Council’s Recreation team on 4645 5667.