



2019 Regular Hall Hire Expression of Interest

OFFICE USE ONLY

Registration no. _____
 EDMS: _____
 Reservation: _____
 Confirmation: _____

SECTION 1 – Contact Information

Name of organisation:			
ABN (if applicable):			
Type of organisation:	<input type="checkbox"/> Not-for-Profit*	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other
Contact person:			
Position:			
Postal address: (required for accounts)		Postcode:	
Address: (of contact person if group does not have an address)			
Phone – work:			
Phone – home:			
Mobile:			
Email:			

**To be eligible for community/NFP fees, you must provide a copy of your Certificate of Incorporation or a ruling from the Australian Tax Office that your group is classified as not-for-profit.*

SECTION 2 – Alternate Contact Details

(required in the event of an emergency or hirer unable to be contacted)

Alternate 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*

SECTION 3 – Purpose of hire - (Please tick)

<input type="checkbox"/>	Dance	<input type="checkbox"/>	Fitness and wellbeing classes
<input type="checkbox"/>	Physical culture	<input type="checkbox"/>	Martial arts
<input type="checkbox"/>	Tutoring	<input type="checkbox"/>	Hobby/interest 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 – Details of hire

Please complete both the table below and the yearly calendar for EACH venue/room required:

Facility name:		Room:	
First date of hire:		Last date of hire:	
Est. number participants:		Is a fee charged for participants to attend:	
<i>For safety reasons, all facilities have a determined capacity. It is the hirers responsibility to ensure that this capacity is not breached for any reason.</i>			
Frequency of hire: (eg weekly, fortnightly, monthly)		PLI Policy number:	
Details:	Arrival	Departure	Estimated number of users
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

COMMUNITY HALLS "BOOKING CALENDAR" FOR 2019

Please place a tick (✓) in the box to the right of **each** date required:

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

Signed: _____


Date: _____

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 – Supporting Documentation

	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"/>	\$20 million Public Liability Insurance - one page Certificate of Currency. Please note that your application will not be accepted without a certificate of currency showing current PLI. 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 of the Certificate of Currency.

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:	
Position:	
Name:	
Signature:	
Date:	

Please return completed form to Council's Recreation team for consideration and processing.



recreationofficers@camden.nsw.gov.au



PO Box 18 Camden NSW 2570



For assistance please call 4645 5667 or 4645 5614

Terms and Conditions of Hire Community Facilities - Regular

Regular hirers are hirers who, in a single booking, hire a facility on a minimum 10 occasions in a calendar year.

Casual hire relates to any booking that does not meet the definition of Regular Hire (up to and including 9 bookings in a calendar year)

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. Not sub-let the facility under any circumstances and allow access to Council upon request at any time.
4. Acknowledge the fees and charges are adopted annually by Council and hire fees are subject to change from 1 July each year.
5. Acknowledge that room hire fees are statutory charges and are classified as either commercial or community rates.
6. ***Under no circumstances*** enter any areas other than the section hired 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.
7. ***Adhere strictly to the hiring hours.*** All hirers should consider set up, pack down and cleaning time required and include this in the hours 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 deducted from the hirers bond.
8. Where applicable (ie facilities that have an alarm panel) the hirer will be required to alarm in and out of the facility. Council is introducing a mandatory buffer period of 15 minutes between regular hirers commencing January 2019.
9. Acknowledge that the tables and chairs that Council provides are the maximum capacity limit for the facility. This capacity cannot be exceeded, and hirers cannot bring additional furniture into the facility.
10. 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.
11. Acknowledge that animals are not permitted in any Council hall with the exception of service animals.
12. Ensure that attendees leave the facility in an orderly manner with respect to surrounding neighbors. 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.
13. Be responsible for the noise level of the activity. The hirer is responsible for ensuring that the activity is not audible at the property boundary and ensuring there is no impact on neighboring residents and businesses.
14. Be responsible for the noise level of the activity. The hirer is responsible for ensuring that the activity is not audible at the property boundary and ensuring there is no impact on neighboring residents and businesses.
15. 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.
16. Notify Police immediately of any threats.
17. Report any incidents, accidents or near misses, including submitting photographs where appropriate to Council's Recreation Team within 24 hours of your hire or the next business day. Reports must be made in writing and can be submitted via email using recreationofficers@camden.nsw.gov.au. During business hours, you can contact the Recreation Team on 4645 5667 to discuss or for reports requiring after hours attention, please call the after-hours service on 4654 7777.
18. Ensure the facility is clean and all windows and doors are locked at the end of your hire. Where required the facility alarm must be activated.
19. Ensure all Council buildings and enclosed areas are smoke free zones.
20. Arrange a person to assume responsibility on behalf of the hirer in their absence.
21. 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 Call Centre on 4654 7777.

Facility keys/access passes:

22. Regular hirers will be issued with the key/s or access card for the facility your hire is confirmed for. 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.**

Cleaning:

23. 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 whitegoods.
 - No food or drink, including ice should be left in the premises including the refrigerator.
 - 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.
 - The outside area, including the car park to be 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:

24. 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.
25. 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 and damage to the facility must be reported to Council's Recreation Team, with photographic evidence as soon as possible.

Parking, noise and surrounding residents:

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

Public Liability Insurance:

29. Regular hirers, including registered clubs, sporting clubs and corporate bodies are expected to carry sufficient insurance for their activity; this must be a minimum of \$20 million public liability.
30. A copy of the certificate of currency for this policy must be provided at the time of booking.
31. Regular hirers should provide their own First Aid equipment for persons attending the venue.

Personal property/storage:

32. All goods brought in by the hirer must be removed from the premises no later than the time specified on the hire agreement, unless prior arrangement has been made with the Facilities Coordinator in relation to storage for regular hirers. **Please note that under the adopted schedule of fees and charges there is a per storage area charge that applies and will be invoiced in your first month of hire one an agreement for use has been reached.** Please note storage amenities are not available in all facilities.
33. 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.
34. Please note all hirers are responsible for the care and control of their own property/personal 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.
35. 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.
36. 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.

37. Any electrical equipment brought onto the premises must be tested and tagged by an accredited tester. Evidence of this information can be requested by Council at any time.
38. Storage of chemicals and dangerous good is strictly prohibited.

Decorations, posters and marketing materials:

39. Decorations are welcome at the facility however they should be secured to the hooks provided around the walls where provided.
 - Please note 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.
 - Decorations must not be hung from ceiling fans.
 - Smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used at the facility.
 - Throwing of confetti, glitters, sprays, poppers or rice is not permitted.
40. Posters and marketing materials can be placed on facility notice boards. If hirers would like marketing materials placed on noticeboards at Council managed facilities across the LGA, printed materials must be submitted to the Recreation Team at Council's Administration building at 70 Central Avenue Oran Park.
41. Posters and advertising materials are not to be placed in windows and doors of the facility.
42. Approval is required from Council's Recreation Team for placement of any other marketing materials. Any materials found in facilities without approval can be removed by Council.

Smoking:

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

Fees and Bond:

44. 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.
45. The fees and charges are adopted annually by Council and hire fees are subject to change from 1 July.

Cancellation and amendments to bookings

46. All cancellations and requests for amendments must be provided to Council in writing. This can be facilitated through the Camden Council website by completing a "Community Halls – Amend a Regular Hire" online form. Alternatively an email can be sent directly to recreationofficers@camden.nsw.gov.au
47. Hire fees are non-refundable and non-transferable if less than 14 days written notice has been given.
48. If more than 14 days written notice has been given, the hire fee will not be applied.
49. A cancellation/amendment booking administration fee may be applied where multiple changes are made throughout a regular hire period.
50. 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 not invoiced.

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.