



APPLICATION FOR THE USE OF COMMUNITY FACILITIES

**CASUAL HIRE**

**SECTION 1 – Hirer Details**

Name of Hirer/ Organisation			
ABN (if applicable)			
Postal Address		Postcode	
Home Phone		Work Phone	
Mobile*			
Email			

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

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

Contact Name			
Home Phone		Work Phone	
Mobile*			
Email			

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

**SECTION 3 – Facility Hire Information**

Name of Facility		Room	
Date of Hire		Day	
Times of Hire	Start		Finish
Purpose of use <i>Please note: 18<sup>th</sup> and 21<sup>st</sup> birthday parties are not permissible at Birriwa Reserve Community Hall</i>			
Number of attendees	Male		Female
Will alcohol be present? <i>Please note: No alcohol is permitted for Friday, Saturday and Sunday night bookings (from 5pm) at Harrington Park Community Centre.</i>	Yes**		No
Please tick any of the following items you will have present at your event. <i>Please note: In house PA system use only at Narellan Child, Family and Community Centre – external entertainment is not permissible.</i>	<input type="checkbox"/> Live Music <input type="checkbox"/> Jumping Castle** <i>refer to facility specific information – page 8 Terms and Conditions</i> <input type="checkbox"/> Face Painter <input type="checkbox"/> Juke box <input type="checkbox"/> Amplified Music <input type="checkbox"/> Other _____		

**PLEASE READ FOLLOWING INFORMATION PRIOR TO COMPLETING SECTION 4 OF APPLICATION FORM**

You **MUST** have approval for the Consumption of Alcohol prior to formal agreement for hire can be completed.

A 'Party Safety Registration Notification' (this can be completed on line at [https://www.police.nsw.gov.au/online\\_services/party\\_safety/register\\_my\\_party](https://www.police.nsw.gov.au/online_services/party_safety/register_my_party) is required for **ALL** bookings.

The notification form needs to 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.

**If you are selling alcohol you must obtain a limited licence – single function. This is done through the Office of Liquor Gaming and Racing and must be lodged at least 28 days prior to the event. Forms can be downloaded from [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au).**

**Security** (two or more licensed Security staff) is required for bookings that meet the following criteria:

- birthday parties that are for age groups 13 to 25
- all bookings held on Friday, Saturday and Sunday after 5 pm at Catherine Field Community Hall where alcohol will be consumed
- any other function Council determines to be "high risk"

**Proof** that Security has been engaged **MUST** be provided prior to collection of keys.

**SECTION 4 – Permits and Licences**

Please ensure that the relevant documents are attached			
<b>Safe Party Notification Form</b> <i>Required for ALL functions – event number to be recorded here and a copy of the party notification provided to Customer Relations</i>		<b>Staff initials</b>	
<b>Security Staff Confirmation</b> <i>On security company letterhead.</i>  <i>Required for birthday parties for age groups 13 to 25 at all venues and for all functions on Friday, Saturdays and Sundays after 5pm at Catherine Field Community Hall</i>  <b>Please note: 18<sup>th</sup> and 21<sup>st</sup> birthday parties are not permissible at Birriwa Reserve Community Hall</b>		<b>Staff initials</b>	

**SECTION 5 – Public Liability**

<b>Are you a sporting body, Club, association, corporation or incorporated body?</b>	<b>Yes</b>	<b>No</b>
<b>Is the venue being used for a commercial or profit making purpose?</b>	<b>Yes</b>	<b>No</b>
<b>Will you be hiring the venue more than 11 times this calendar year?</b>	<b>Yes</b>	<b>No</b>
<b>If you answered yes to any of the above questions Public Liability Insurance is required.</b>	<b>Staff Initials</b>	

## 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	Other (please give details):
<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Council Website	

## SECTION 7 – Facility Hire Fees

<b>Hire Fee</b>	\$ _____	<b>Receipt number</b>	_____
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## SECTION 8 – Bond Fees

<b>Bond Fee</b>	_____	<b>Receipt number</b>	_____
<p><b>Please note:</b> Bond fees will be returned in full should the hirer meet the Terms and Conditions of hire and an inspection undertaken of the facility after hire is satisfactory. Bond fees will only be processed once the hirer has returned the facility key to Council and will take 5-10 working days to process.  <b>Council reserves the right to withhold part or complete bond where there are costs incurred as a result of the hire.</b></p> <p>Bond fees will be refunded via cheque unless details below are completed to receive the refund via electronic funds transfer.</p> <p><b>Account Name:</b> _____</p> <p><b>BSB:</b> _____ <b>Account Number:</b> _____</p>			

## SECTION 9 - Payment Method

Please tick preference:

**Over the phone** - a member of our Customer Relations Team will call you to take your credit card payment when processing your application/request. Payment name and contact:

Contact Name \_\_\_\_\_ Contact number \_\_\_\_\_

**Via Mail** – Please attach cheque or money order to your mailed in application/request. If emailing your application/request, payment over the phone is preferred to avoid unnecessary delays, alternatively, pay in person as per below.

**In Person** – to make payment in person attend one of Council's Customer Service Hubs at:

- o Camden Council (main office) – 70 Central Ave, Oran Park
- o Camden Library
- o Narellan Library

Payment methods include cash, cheque, money order, EFTPOS and credit cards

**Note: All credit card transactions have a .76% Merchant Service Fee applicable**

**Before keys to the facility will be issued you must read and sign the Terms and Conditions of Hire.**

**SECTION 10 – 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 will result in the full or partial loss of my bond. I understand that Police are able to shut down my function should there be any breach of these terms and conditions.

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

Name:			
Signature		Date:	

**SECTION 11 – Fire activation Agreement (to be signed on collection of key)**

I, the hirer, have read and fully understand the **Fire alarm activations and fire extinguishers** section (page 7) of the "Terms and Conditions of Hire".

I understand my responsibilities and **I acknowledge that smoke machines and dry ice machines will not be used at this function** and I will avoid the use of other items such as candles and incense.

**I understand that should an activation occur during my booking time, and it is deemed by NSW Fire Brigade as a false alarm due to my activities, for example using a smoke machine, I am liable for the fine issued by NSW fire brigade which is a minimum of \$1,600.**

I agree to be fully responsible for the payment of fees associated with a fine issued by NSW fire brigade including administration fees that may be imposed by the alarm monitoring company and Camden Council.

Name:			
Signature		Date:	

**FOR OFFICE USE ONLY**

Reservation Number: _____	My Nite: _____	Staff Initial: _____	
Date Hire Fee Received: _____	Staff Initial: _____	Date Bond Received: _____	Staff Initial: _____
Key Issued Date: _____	Staff Initial: _____	Key Returned Date: _____	Staff Initial: _____

# Terms and Conditions of Hire Community Facilities - Casual

## HIRER TO RETAIN

***Police have authority to enter the facility at any time prior or during the booking as they see fit – this can result in the function being shut down if the hirer does not adhere to the terms and conditions. Completion of this Hire form does not confirm booking. Payment must be received before any reservations are confirmed***

### **The hirer must**

- Be over 18 years of age to book the facility and sign the Terms and Conditions.
- State precisely the type of activity to take place in the facility.
- Under no circumstances enter any areas other than the section hired.
- Adhere strictly to the hiring hours. All hirers should ensure that set up and pack down time is taken into account before making a booking. Being in the facility outside the time of hire may result in an alarm sounding and/or a security patrol being called. A fee will be deducted from the hirers bond should this occur.
- Be aware of facility operating hours - **Monday to Sunday (inclusive) – 8am to 10.30pm with exception of:**
  - **Harrington Park Community Centre - Monday to Thursday and Sunday 8am to 10.30pm. Friday and Saturday 8am to 10pm).**
- For bookings concluding at the end of facility operating hours, ensure that the function ceases by 10.30pm and guests have vacated the facility and surrounding area by 10.45pm with exception of:
  - **Harrington Park whereby functions on Friday and Saturday nights must cease by 10pm**
- Be responsible for the conduct of any visitor/ guest either invited or otherwise during the hire period 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 charged to you as the hirer.
- Ensure that guests leave the facility in an orderly manner with respect to surrounding neighbours. The hirer will be responsible for any damage or inconvenience to any residents during the function and/ or when leaving the premises and will be charged accordingly.
- 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.
- Notify Police immediately if there is any threat of risk.
- Report any accidents or injuries which occur while at the facility during times of hire to Council Customer Service upon return of your key or as soon as possible.
- Ensure the facility, including the surrounding outside areas, is clean and all windows and doors are locked when leaving the hall and where required, the alarm is activated.
- Ensure that there is no smoking inside the facility.
- Ensure no pets or animals are on premises.
- 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.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.

### **Keys**

- Keys, alarm codes and instructions for use must be collected from Council's Customer Relations staff no later than 4.00pm on the working day prior to hire. Staff located on the ground floor of the Council administration building at 70 Central Avenue, Oran Park.
- Keys will **not** be available for collection on weekends or Public Holidays due to the Customer Service desk being closed.
- Keys must be returned by 4.00pm on the next working day after hire.
- At no time can the hirer make a duplicate copy of the key issued or change existing locks in any of the facilities.

- Hirers are not permitted to use their own locks on cupboards or storerooms.

### **Security Staff**

- Security (two or more licensed Security staff) is required for bookings that meet the following criteria:
  - birthday parties that are for age groups 13 to 25
  - all bookings held on Friday, Saturday and Sunday after 5pm at Catherine Field Community Hall - any other function Council determines to be "high risk"
- Proof that Security has been engaged must be provided prior to collection of keys - it is the responsibility of the hirer to provide written evidence, on the security company letterhead, that licensed security guards have been engaged, including the security license number of the guards attending.
- The security guards must be employed for the duration of the function as well as half an hour after the function has ceased.
- Hirers are reminded that they are fully responsible for the engagement and management of their security guards.
- Security should contact Narellan Police Station on 4632 4499 if there are any breach of terms and conditions

### **Consumption of Alcohol**

- The Hirer **MUST** have approval for the Consumption of Alcohol prior to formal agreement for hire can be completed.

**Please note: No alcohol is permitted for Friday, Saturday and Sunday night bookings (from 5pm) at Harrington Park Community Centre.**

- A '**Party Safety Registration Notification**' (this can be completed on line at [https://www.police.nsw.gov.au/online\\_services/party\\_safety/register\\_my\\_party](https://www.police.nsw.gov.au/online_services/party_safety/register_my_party) is required for **ALL** bookings
- The notification form needs to 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.
- If you are selling alcohol you must obtain a temporary function licence "limited licence – single function" from the Office of Liquor Gaming and Racing.
- 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**

**Hirers are required to bring their own cleaning equipment and products.** The facility must be left clean and ready for the next user. This includes:

- Sweeping and mopping the floor including kitchen and bathroom areas. Any spills are to be mopped with warm water only.
- Wiping down all benches, tables, chairs and fridge.
- No food or drink should be left on the premises and especially in the refrigerator.
- All rubbish to be placed in bags and disposed of in the Sulo bins provided before leaving. Any excess rubbish to be taken from the premises by the hirer. Recycle if possible.
- Tables and chairs stacked and returned to the storeroom, all furniture should be accounted for.
- The outside area, including the car park to be free of litter.
- Please provide in writing prior to or on return of key if the facility was not found in a clean and tidy state – photographic evidence is required for proof of unsatisfactory condition of the facility prior to hire. Emails can be directed to the Recreation team at [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au).
- Should you arrive to the facility for your booking and find it in an unsatisfactory condition, please contact the Council after hours number, 4654 7777

### **Damage and Breakages**

- All breakages must be reported to Council's Customer Service staff on 4654 7777 as soon as possible.

- 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 \$1,600.00.

- 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.
- Vehicles should not obstruct access to driveways or restrict parking in the street. Please use the car park provided.
- All music and noise levels must be kept at an acceptable level and the facility and car park must be clear by the end time provided on your confirmation letter.
- **In house PA system use only at Narellan Child, Family and Community Centre – external entertainment is not permissible.**

### ***First Aid***

- Casual hirers should provide their own First Aid equipment for persons attending the function.

### ***Personal Property/Storage***

- All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior arrangement has been made with the Facilities Coordinator.
- 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 Councils 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.
- Helium balloons get stuck on ceilings and twisted around fans causing a fire hazard and are therefore **not permitted. The cost of removing any helium balloons left behind will be automatically deducted from the hirers bond.**
- Streamers and balloons must not be hung from the ceiling fans.
- NO smoke machines are allowed.**
- Throwing of confetti, glitters, sprays, poppers or rice are not permitted.

### ***Smoking***

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

### ***After hours number***

- Council has an after hours number, 4654 7777, to be used in the event of an **Emergency only**. An example of an emergency is a fire in the facility.
- If the after hours number is called for any reason other than an emergency **all costs associated with the call will be charged to the hirer**, regardless of whether someone is required to attend the facility.
- For an emergency please also call 000 if it is justified.
- If the facility is not clean or there is any minor damage to the facility, or there is any other problem, please report this to the Customer Service Officer when you return the keys, **do not call the after hours number**.
- Please note that **a fee may be deducted from the bond** if a call out by the security company is required associated with keys accidentally locked in the building, the alarm code is forgotten or misplaced, the evacuation alarm is activated for a non-emergency (including accidentally) or for any other reason.

### ***Fees and Bond***

- Bookings are not confirmed until full payment is received.
- No tentative bookings will be accepted.
- Fees are subject to annual review and new fees are applicable as adopted for all bookings made from 1st July each year.
- The full bond payment is required prior to hire or upon collection of facility keys. This can be paid at Council's Customer Relations staff at **70 Central Ave, Oran Park**.
- Bond fees will be returned in full should the hirer meet the Terms and Conditions of hire and an inspection undertaken of the facility after hire is satisfactory. Bond fees will only be processed once the hirer has returned the facility key to Council and will take 5-10 working days to process.
- Council reserves the right to withhold part or complete bond where there are breaches of conditions of hire, or there are costs incurred as a result of the hire.
- Bond fees will be refunded via cheque unless details completed to receive the refund via electronic funds transfer. Refunds can take up to 10 working days.
- Council is able to cancel all or any such future bookings if required.

### ***Cancellation and amendments to Bookings***

- All cancellations and requests for amendments to bookings must be made in writing to the Facilities Coordinator – email [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au) or PO Box 183, Camden NSW 2570.
- Hire fees are non-refundable and non transferable if less than 14 days written notice has been given.
- If more than 14 days notice has been given, the hire fee will be refunded by cheque within 21 days.
- Council reserves the right to relocate users should circumstances necessitate as a result of unforeseen situations, maintenance requirements or other issues that may arise.**

### ***Facility specific information***

- Harrington Park Community Centre**
  - a barbeque is available for use. The BBQ is on a push button system and the timer is set for 15 minutes. If a further 15 minutes is required, the button can be pushed again to re set the timer.
  - A jumping castle can be placed in the outside courtyard area (please note this space is a shared space for Halls 1 & 2 and therefore cannot be used exclusively)
- Fairfax Reserve Clubroom**
  - toilets are available for use by users of the adjoining sports fields and tennis courts.
- Birriwa Reserve Community Hall**
  - an internal door separates the main hall from the toilet areas. This door must be locked at the conclusion of your function.
  - 18<sup>th</sup> and 21<sup>st</sup> birthday parties are not permissible at this venue
  - A jumping castle can be placed in the outside fenced area. No structure internal to the hall.



☐ **Narellan Child Family and Community Centre**

- The outdoor area is not part of the facility hire. The internal areas of the hall are the only areas that a confirmed booking includes.
- The in house PA system is the only form of entertainment permissible at this venue.
- A jumping castle can be placed internal to the building – please note the structure **must not exceed 4metres in height**

☐ **Currans Hill Community Hall**

- A jumping castle can be placed in the outside fenced area. No structure internal to the hall.

☐ **Jack Nash Clubroom**

- A jumping castle can be placed in the outside fenced area. No structure internal to the hall.

**Catherine Field Community Hall**

- Security is required for all bookings held on Friday, Saturday and Sunday after 5 pm, at Catherine Field Community Hall

***Council reserves the right not to accept any booking considered inappropriate for the facility and shall in no way be liable for any loss or damage suffered by the hirer, or any firm or corporation supplying any article or service to the hirer.***

***Failure to abide by the Terms and Conditions of hire may result in partial or full loss of bond.***

Completed hire forms can be returned to  
Councils Customer Service Desk, mailed to PO Box 183 Camden NSW 2570 or email [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au)

For assistance with this form please contact 4654 7777.

**Camden Council Community Facilities  
Security Company checklist**

**Prior to the event:**

- Hirers must provide a Letter to Council on Security company letterhead advising that security has been engaged with dates and venue specific information and the names of the guards to be present at the function
- Guards to be advised on the terms and conditions of hire and any specific venue information for the venue they have been engaged to work at. Please see attached terms and conditions of Hire.
- Please contact Council if hirer of security cancels your booking.

**During the event – Security are required to:**

- Be positioned at the main entrance to the venue
- Be provided with a guest entry list for access control
- Conduct regular monitoring of the internal and surrounding areas of the venue when appropriate
- Ensure that hirer is adhering to Terms and Conditions of hire (noise restrictions, entertainment permissible, damage to venue)
- Security should contact Narellan Police Station on **4632 4499** if there is any breach of terms and conditions
- Security can also contact Council's out of hours on **4654 7777** if required (for example major damage, electrical or plumbing issues and if the hirer is unable to secure the premises)

**Post event:**

- Hirers are required to provide a report and photo of any issues found when entering the facility prior to use, to Council's Recreation team by emailing [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)