

## Terms and Conditions of Hire Community Facilities

**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**

- 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.

### ***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.

- **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.

### ***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.**