

# 2020 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.*

## Section 1 – Contact Information

<b>Organisation:</b>			
<b>ABN (if applicable):</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Position:</b>			
<b>Type of organization:</b>	<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.	
<b>Postal address:</b> (required for accounts)			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Mobile contact:</b> A mobile contact number <u>must</u> be provided for all bookings.		<b>Email:</b>	

## Section 2 – Secondary contact

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

<b>Name:</b>			
<b>Position:</b>			
<b>Mobile contact:</b> A mobile contact number <u>must</u> be provided for all bookings.		<b>Email:</b>	

Should either the primary or secondary contact, or any of their details change throughout the confirmed hire period, advise must be provided in writing to [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)

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

<input type="checkbox"/>	Church / Religious Groups	<input type="checkbox"/>	Fitness / wellbeing
<input type="checkbox"/>	Physical culture / Dance	<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 – Details of hire

Please complete both the table 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.
- Commencement of hire/use must be within 2 weeks of the first confirmed date of hire. Failure to commence within this timeframe may result in Council cancelling your hire agreement.
- Advance bookings are not permitted.

<b>Estimated participants:</b>		All facilities have a determined maximum capacity. It is the hirers responsibility to ensure that this capacity is not breached.	
<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 bookings **must** be inclusive of set up and pack down times. No additional time outside of the confirmed hours of hire (once allocated) will be considered without submission of an Amend a Regular Hire application form. Allocation of additional hours is dependant on facility availability.

## COMMUNITY FACILITIES BOOKING REQUEST CALENDAR – 2020

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

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

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. When this expires throughout the annual hire, Council must be supplied with an updated certificate of currency.

## 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 may constitute casual hire and as such require a separate application, payment of casual hire bond/casual hire fees and require collection of a casual hire key.
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 or common area (bathrooms, cleaners store etc)
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 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 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 – 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.  
**Please note** - Council has introduced a discretionary buffer period of 15 minutes between all regular hirers.
10. Acknowledge that the tables and chairs that Council provide are the maximum capacity limit for the facility. This capacity cannot be exceeded, and hirers cannot bring additional furniture into the facility.
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 hall 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. Notify the appropriate emergency service immediately of any threats on 000.

16. 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](mailto: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 support, please call Council's after-hours service on 4654 7777. Please note there may be up to a 30 minute delay in response as these calls are monitored and managed by a third party contractor.
17. Ensure the facility is clean and all windows and doors are locked at the end of your confirmed hours of hire.
16. Ensure all Council buildings and enclosed areas are maintained as smoke free zones.
17. 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.
18. 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.**

#### ***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](mailto:recreationofficers@camden.nsw.gov.au)
- 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 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 where multiple changes are made throughout a regular hire period.
- 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.
- Hire fees are non-refundable and non-transferable if less than 14 days written notice has been given.

#### ***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 expected 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.
- Regular hirers should provide their own First Aid equipment for persons attending the venue.

### **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 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.
  - 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 amenity of 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 car park and on-street parking and adhere to 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.
- 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 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 good is strictly prohibited.

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

- 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.
- Posters and advertising materials are not to be placed in windows and doors of the facility.
- 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**

- To minimise 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.

#### ***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. 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 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.

<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 [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)

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