

CONDITIONS OF HIRE

1. APPLICATION

Application for the use of Council's Halls and Community Centres must be made in writing, and the FULL amount of hire fees plus any refundable bond, must be paid at least **21** days prior to the function.

2. FORFEITURE OF BOND

Failure to comply with any of the following conditions may result in the forfeiture of all or any part of the Bond.

3. DECORATIONS

The hirer **MAY** decorate the facility, subject to the prior approval of the Booking Officer. Under no circumstances are decorations to be attached to any electrical fixture including heating appliances and ceiling fans. "Sticky Tape" or any other form of adhesive tape is not to be used on any painted surface of the facility. All decorative material must be removed from the facility at the conclusion of the function.

4. CARE OF THE FACILITY

Council holds the Hirer responsible for the care of the facility during the currency of the hire and will **NOT** permit any damage to the building or its contents including furniture, furnishings, fixtures and fittings. Under no circumstances are nails, screws, adhesive tape, glues etc. to be used on the floors, doors, walls, windows or any other fixtures.

No existing lighting is to be altered without special approval from Council.

In the event of there being any damage to the facility and/or its fixtures and fittings, as a result of the Hirer's function or activity, then any such repairs, replacement and/or reinstatement costs etc., will be deducted from the Hirer's bond. Should the bond be insufficient to meet such costs, Council will commence proceedings against the Hirer for the recovery of the balance.

5. SMOKING

Smoking is **not permitted** in any Council facility. The Hirer will be responsible to enforce the No Smoking Ban inside the facility during the function or activity.

6. CONSUMPTION OF LIQUOR

Council **MAY** grant permission to the Hirer to allow the consumption of alcohol during the function or activity.

The sale of alcohol during the function or activity is **strictly prohibited** unless a **Temporary Function Licence** has been approved. Application forms can be obtained from Gosford Court House (allow 28 days prior to the function for the approval process). Further information concerning *Temporary Function Licence* can be obtained by contacting the Licensing Officer at The Entrance Police Station. Under the Liquor Act 1982 Section 114 (4) a person shall not give or sell alcohol to a person under the age of 18 years. Secondary supply laws apply to all people who may be at the venue, both the applicant and all guests in attendance.

7. CLEANING

All Hirers are responsible for the general cleaning of the facility and its immediate surrounds, **immediately following** the function or activity. Specific cleaning requirements are further outlined in the **Check List for Hirers Using Council Facilities**, following this list of conditions.

8. CANCELLED OR VARIATIONS TO BOOKINGS

Confirmation in writing, to either cancel or alter a booking is to be sent to the Facilities Booking Officer at Council. In the event of a cancellation, a refund of the Hirer's total charges will only be paid, when a full 14 days notice of cancellation has been received by Council. A cancellation fee of 50% of the total charges will apply if less than 14 days notice is given.

9. SPECIAL CONDITIONS

Any variation of these conditions **MUST** be approved in writing by Wyong Shire Council.

10. INSURANCE

Wyong Council has Public Liability Insurance to cover **most** functions/events for Casual Hall Hirers. (A casual hall hirer is loosely defined as hiring a Council facility for a **one-off event**, and uses the facility for no more than two consecutive days in any one calendar year).

The Occasional Hall Hirers Policy **may** also be extended to include some non-profit community organisations which conduct activities of a non physical nature, on a regular basis in a Council facility. A letter from Council's Insurance Controller, indicating that cover has been extended to the organisation, must accompany the *Application for the use of Community Halls/Centres*.

All other Hirer's are required to take-out their own Public Liability Insurance Policy, with a minimum cover of \$10 million. A copy of current Public Liability Insurance Policy is to accompany the *Application for the use of Community Halls/Centres*. Also a copy of the current Policy is to be sent to Council each year the Hirer occupies the facility.

11. CONDUCT OF FUNCTION

The Hirer must, at all times during the function, ensure it is conducted in an orderly manner, both inside and outside the facility, with a minimum of inconvenience to neighbours. The Hirer will also be held for any penalties incurred under the **Noise Control Pollution Act**.

12. FUNCTION TIMES

No function will be permitted to continue after **11pm** without the prior approval of the 355 Committee. Clean up of the facility and removal of all Hirer's goods, equipment etc., is to take place immediately following the function.

13. EMERGENCY PROCEDURES

The Hirer is responsible for the safety of his/her guests, class etc. during the function or activity. Within each Council facility there has been placed a set of "Emergency Procedures" and "Evacuation Plans". The Hirer is to familiarise him/herself with these procedures and will induct all guests, class etc onto the site, explaining the Emergency Procedures and also pointing out the fire fighting equipment, emergency exit doors, location of the outside assembly area, etc. A Copy of the "Emergency Procedures" is also attached.

14. ASBESTOS PRECAUTIONS

Please note that this facility MAY contain Asbestos. Council has undertaken a Safety Audit of all facilities that have been identified as having asbestos in its construction. In its present undisturbed state, there is no risk to persons using the facility. As the hirer of the facility you and your guests are instructed **NOT** to make any alterations or cause any damage to the building. Should you or your guests cause any accidental damage to the facility, you are to contact Wyong Council and the facility booking officer immediately or no later than the first working day following your function, class or activity.

CHECK LIST FOR HIRER'S USING COUNCIL FACILITIES

The Hire Fee and Bond paid by the Hirer, does not include a cleaning fee. The facility is let to the Hirer on the understanding that it will be cleaned immediately following the function or event, to the satisfaction of Council. Failure to do so will result in the forfeiture of the Bond paid and reimbursement will be sought for any additional costs over and above the Bond.

The facility is used by the Community at large on a regular, if not daily, basis. It is generally cleaned at least once weekly, but not necessarily immediately before any Casual Hirers function/event.

All damages and breakages to the facility and/or its equipment and fittings, caused during the course of the Hirers use, is to be reported to the 355 Committee as soon as possible after the function/activity. Any such repairs and replacements as may be required, will be at the cost of the Hirer.

YOUR ACTION IN ATTENDING TO THE FOLLOWING ITEMS, IMMEDIATELY FOLLOWING YOUR FUNCTION OR ACTIVITY IS APPRECIATED.

- KITCHEN Electrical appliances – turn power off and remove plugs from sockets.
EXCEPT REFRIGERATOR.
Wash-up any utensils, crockery, cutlery etc that were used, Wipe down and clean sink and food preparation areas. Sweep and/or mop floor.
- GARBAGE All garbage/rubbish is to be removed from all areas of the hall both inside and outside, and placed in the bins provided. Any excess garbage unable to fit into the bins, is to be removed from site, by the hirer and disposed of properly.
- TOILETS Clean and remove any waste created during the function/activity.
- MAIN HALL Tables and chairs to be stacked in designated area. Tables and chairs are **not to be dragged** across the floor or cause scratching to the floor surface. Floors are to be swept clean in all areas of the hall.
- SECURITY Ensure **all** windows and doors have been properly closed and locked. Where a Security alarm system is installed, the alarm is to be set on vacating the premises unless otherwise directed by the Facilities Booking Officer.
- GENERAL Fans, lights, heaters, etc are to be turned off at the conclusion of the function and before vacating the premises.
- KEYS Casual Hirer's are to return the keys to the facility on the first working day after the function or event.

THANK YOU FOR YOUR CO-OPERATION IN THESE MATTERS

EMERGENCY PROCEDURE

If there is a fire, or in the presence of smoke, no matter how minor it may be, immediately

- 1 Alert others in the immediate vicinity of the fire (Do not shout FIRE – this may cause panic.
- 2 Notify the fire Brigade direct by telephone **000** and advise

Name of building: The Berkeley Centre

Address of building; 1 Heather Ave, Glenning Valley

Nearest cross street: Berkeley Rd

What is involved by fire and location

Your name

- 3 If you have been trained in the use of portable fire extinguishers and/or hose reels, attempt to extinguish, or control the fire, **IF SAFE TO DO SO.**
- 4 If the fire is severe, or is producing quantities of smoke, try to close the doors to prevent the spread of fire and smoke. Doors should be closed before evacuating the area with other occupants, including handicapped persons.

DO NOT LOITER NEAR THE BUILDING WHEN ORDERED TO EVACUATE. YOU MAY BE SERIOUSLY INJURED IF THERE IS AN EXPLOSION, AND YOU WILL HINDER EMERGENCY/RESCUE PERSONNEL.

- 5 If not involved with controlling the fire, **KEEP AWAY FROM THE FIRE AREA.** Your presence will be a hindrance to those persons attempting to deal with the emergency. Further, it could endanger you.
- 6 Assemble at a safe distance from the fire at your nearest assembly area (marked on the evacuation plan).
- 7 Do not re-enter the building until the Fire Brigade advises that it is safe to do so.
- 8 Contact Council on 4350 5555.