
CONDITIONS OF HIRE - GENERAL

1. Hire Rates

- 1.1** There are two (2) rates for hiring space at the Narara Community Centre (hereinafter referred to as "the Centre") namely:
- Private
 - Community
- 1.2** To qualify for the Community rate, a group must be able to show that it is a community-run organisation or a non-profit organisation (e.g. play group, residents' group, support group).
- 1.3** The Centre will determine the hire rate for each applicant. In the event of a dispute, the applicant may apply in writing to the Board of Directors – Gosford/Narara Neighbourhood Centre for consideration of the matter.
- 1.4** All room and hall hire charges are outlined in the Schedule of Fees and Charges.

2. Storage

- 2.1** Regular hirers may apply to the Manager for use of storage space in the Centre for their equipment. Requests will be determined after consideration of available space and on condition that equipment is stored in a tidy manner and does not create a fire or safety hazard.
- 2.2** Any equipment owned by the hirer and stored in the Centre must be returned to its storage area at the conclusion of each hire period.

3. Access

- 3.1** Priority of access to the Centre will always be given to community groups, with consideration given to groups using the Centre regularly.
- 3.2** The Centre has the authority to deny access to a hirer where an activity is considered inappropriate for the building, for example:
- (a) an activity where access to common areas of the Centre would be obstructed;
 - (b) an activity where control of the people present is beyond the capability of the hirer (such as a function where there are gate-crashers);
 - (c) where there is violence or the threat of violence;
 - (d) where damage to the premises occurs or is likely to occur;
 - (e) an activity which may interfere with other users' quiet enjoyment of the Centre;
 - (f) applications for Birthday Parties for 13 – 21 year olds will not be accepted.
- 3.3** In the event that access has been denied, the applicant may apply in writing to the Board of Directors – Gosford/Narara Neighbourhood Centre for further consideration. The decision of the Board will be final.

4. Application Approval

- 4.1 All applications are to be approved by Neighbourhood Centre Staff.

5. General

- 5.1 Payment must be made by cheque or money order, made payable to Gosford/Narara Neighbourhood Centre. Please address all mail to: Gosford/Narara Neighbourhood Centre, PO Box 9047 WYOMING 2250.

6. Access Hours

- 6.1 Access to the Centre will be between the following times:
Sunday - Thursday 9.00 am to 10.00 pm
Friday - Saturday 9.00 am to 12.00 am
- 6.2 Access prior to 9.00 am can be arranged with the Centre prior to the hire period.
SET UP: The Hirer is allowed fifteen (15) minutes before a booking to set up its equipment and fifteen (15) minutes after for dismantling. Any further time required will be included in the chargeable booking time.
- 6.3 All amplified and/or loud noise must cease at 10.00 pm Sunday to Thursday and 12.00 midnight Friday and Saturday.
***Please note: if we receive complaints from neighbours about noise levels after these times, your Bond may not be returned.**
- 6.4 Users are to depart in a quiet and orderly manner.

7. Hire Fees / Bond

- 7.1 Payment for the hire of the Centre must be made no less than seven (7) days prior to the date of hire. If a booking is made less than seven (7) days prior to a hire period, payment must be made at the time of booking. Some activities may be required to pay a higher amount of Bond. This will be determined by delegated Centre staff.
- 7.2 Arrangements can be made for Hirers to be invoiced for Room Hire by the Centre. An "Application for Hire" form must be completed and returned to the Centre, along with the Bond payment.
- 7.3 Hirers must give the Centre seven (7) days' notice for cancellation of a booking. Cancellations made after this time will result in the hirer paying the full hire fee for the room/space. A refund of the hire fee will only be made if another booking for the same room/space is received by the Centre for the same period.
- 7.4 Bookings are secured upon receipt of the Application Form and payment of the Bond.

7.5 Failure to adhere to any of the Conditions of Hire may result in the hirer's Bond being forfeited and/or future access to the Centre denied.

7.6 Bond monies will not be refunded until:

- (a) all keys have been returned to the Centre;
- (b) the Centre is satisfied that all Conditions of Hire have been complied with
- (c) an inspection has been done to confirm that no damage has been done to the building or its contents and
- (d) all cheques received from the hirer have been cleared by the bank.

Under normal circumstances the Bond will be refunded no later than twenty-one (21) days after the date of hire. Bonds will be refunded by cheque made payable to the hirer. If payment for Room Hire is made by cheque (other than a bank cheque), less than 7 days in advance, return of the Bond will be delayed until the cheque is cleared.

8. Public Liability Insurance

8.1 Incorporated bodies and Associations must, at the time of making an Application to Hire, provide the Centre with evidence of Public Liability Insurance cover. Public Liability Insurance must be current for the date(s) of hire, and the amount of Public Liability Insurance cover must be no less than the industry standard prevailing at that time.

8.2 Regular hirers, and those who charge fees, must at the request of the Centre provide evidence of Public Liability Insurance cover. Such Public Liability Insurance must be current for all hire periods.

9. Equipment / Furniture

9.1 All kitchenware must be washed (where appropriate, in the dishwasher) and returned to its original location. Benches and sinks must be cleaned and if the dishwasher has been used, it must be emptied after use.

9.2 Tables are to be carried by two (2) people, and **no furniture is to be dragged across the floor.**

9.3 At the completion of the hire period, any equipment used by the hirer (e.g. tables, chairs, whiteboards, etc.) must be returned to its original position in a clean and tidy condition.

9.4 At the completion of each hire period, chairs must be returned to their original location. Chairs must be stacked neatly against the walls, each stack to be no more than five (5) chairs high. For occupational health and safety reasons, no more than two (2) chairs should be carried by any person at any one time.

9.5 Any damage caused by faulty electrical equipment brought into the Centre by the hirer must be paid for by the hirer.

9.6 Any equipment brought into the Centre by the hirer is done so at the hirer's own risk. No responsibility will be accepted by the Centre for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given by the Centre.

- 9.7** Under no circumstances must any cooking equipment (e.g. microwaves, barbeques, and toaster ovens) be used in any part of the Centre other than the kitchen.
- 9.8** A cleaning fee will be charged if any cleaning tasks or moving of furniture is required to restore the area used to its previous condition. The minimum charge is \$25 + GST.

10. Alcohol and Smoking

- 10.1** If alcohol is consumed on the premises, it must be confined to the area hired.
NO GLASS BOTTLES PLEASE.
- 10.2** No alcohol will be sold on the premises.
- 10.3** No smoking is allowed inside the building, or within 10 metres of the facility.

11. Security / Damage

- 11.1** The cost of making good any losses, damage, breakages, or costs incurred for replacement of lost keys, will be deducted from the Bond. If such cost is greater than the amount of the Bond, an invoice will be issued to the hirer stating the date the damage or loss occurred, the nature and extent of the damage or loss, the action taken and the outstanding costs.
- 11.2** Any charge incurred by the Centre in relation to security being called to attend the building as a result of windows and doors being left open or the alarm not being activated or activated incorrectly, will be passed on to the hirer.
- 11.3 Applications for some functions will be accepted only if the hirer agrees to pay for a static Security Guard for designated times.**

12. General

- 12.1** The hirer is responsible for the care of the facilities and equipment whilst hiring the Centre.
- 12.2 Children must be supervised at all times by an adult whilst in the Centre.**
- 12.3** For safety reasons, no children are permitted in the kitchen unless accompanied by an adult.
- 12.4** The hirer is responsible for ensuring that hired area is left in a clean and tidy condition. This includes the kitchen and toilet areas. Basic cleaning equipment will be provided by the Centre (broom, mop, bucket, dustpan and brush), however the hirer will need to provide any other cleaning equipment required. **Hirers are asked to provide their own tea towels and garbage bags.**
- 12.5** Excess rubbish must be removed from the premises and deposited in plastic bags in the bins at the front of the Centre.

- 12.6** On completion of the hirer's use of the hired area, all windows and doors must be locked, all lights and all appropriate electrical equipment (including all ovens, lights, fans, heaters and air conditioning system) turned off.
- 12.7** The hirer last to leave the building is responsible for ensuring that the front door is locked, all lights are off, and the alarm system is activated correctly.
- 12.8** Keys must be returned to the Centre no later than 11.00 am on the next business day following the hire period, unless prior arrangement is made with the Centre.
- 12.9** Existing notices, posters or displays must not be touched or covered unless prior written permission is given by the Centre. No posters, decorations etc. are to be attached to walls or notice-boards without prior written permission.
- 12.10** Under no circumstances are streamers, balloons or other decorations to be attached to any fan, other cooling device, heating device or air intake/outlet.

13. Schedule of Fees and Charges*

	DAY	DAY	EVENING (after 6pm)	EVENING (after 6pm)
ROOM	COMMUNITY	PRIVATE	COMMUNITY	PRIVATE
Hall	\$17.60 per hour	\$22.00 per hour	\$33.00 per hour	\$44.00 per hour*
Meeting Room	\$8.80 per hour	\$11.00 per hour	\$18.70 per hour	\$22.00 per hour
Youth/Craft Area	\$8.80 per hour	\$11.00 per hour	\$14.30 per hour	\$16.50 per hour
Office Space	\$110/\$165 per week	N/A	N/A	N/A
Kitchen (Shared)	\$6.05 per hour	\$8.25per hour	\$6.05 per hour	\$8.25 per hour

*All charges include GST

Bonds	Community Rate	\$ 110
	Private Rate	\$ 330 / \$ 550

****Note: Private Functions on Friday and Saturday nights will be charged a flat fee of \$330, which entitles hirers to use of Hall & shared use of the Kitchen from 5.00 pm till midnight.**

PROCESS: Please complete the Application for Hire Form and address to:

Gosford/Narara Neighbourhood Centre
PO Box 9047
WYOMING NSW 2250