



Application to Hire Community Facility

FORM INFORMATION	
1. Hirer Details	Organisation
	ABN
	Contact Name
	Address
	Email
	Phone
2. Status	<input type="checkbox"/> Private - Individual <input type="checkbox"/> Commercial – Business (ABN required) <input type="checkbox"/> Not For Profit / Charity / Registered (ABN required) <input type="checkbox"/> Not For Profit / Social Group - Unregistered
3. Facility	<input type="checkbox"/> Henderson Park Hall <input type="checkbox"/> Henry Park Hall <input type="checkbox"/> Tarro Hall <input type="checkbox"/> New Lambton Community Centre <ul style="list-style-type: none"> <input type="checkbox"/> Main Hall <input type="checkbox"/> Savoy Room <input type="checkbox"/> Cromwell Room <input type="checkbox"/> Office <input type="checkbox"/> Warabrook Community Centre <ul style="list-style-type: none"> <input type="checkbox"/> Main Hall (Magnolia) <input type="checkbox"/> Meeting Room (Waratah, Wattle) <input type="checkbox"/> Office (Grevillea) <input type="checkbox"/> Wallsend Enterprise Centre – COMING SOON! <ul style="list-style-type: none"> <input type="checkbox"/> Meeting Room <input type="checkbox"/> Office
4. Public Liability Insurance Required by Sporting Bodies, Clubs, Associations, Corporations, Incorporated Bodies or where the Hire Purpose is Commercial or For Profit	<input type="checkbox"/> I have attached as Appendix 1 to this application the Certificate of Currency (Public Liability Insurance) for \$20million dollars in the name of the Organisation on this application. <input type="checkbox"/> I have noted City of Newcastle as an Interested Party on the certificate
5. Fees and Charges	<input type="checkbox"/> I understand an application fee applies to all bookings, other fees and charges may relate to my booking including; cleaning and or repairs if damage occurs. I will be invoiced for all fees and charges when calculated and understand that payment is due within 14 days of invoicing. Further information on the fees & charges can be viewed on Council's website at link: http://www.newcastle.nsw.gov.au/Newcastle/media/Documents/Reports/2019-20-Fees-Charges-vFINAL.pdf

6. Booking Details	Day/s booking required	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
	Dates	From ____ / ____ / ____ to ____ / ____ / ____	
	Time of Booking	Start Time (including set up time) _____ am/pm Finish Time (including pack up time) _____ am/pm	
	Event Type	e.g. Workshop, Birthday (must state age), family gathering etc _____	
	No. of Guests	_____	
	Food / Alcohol	Will there be food? Will there be alcohol?	
7. Casual Booking Only To facilitate Refund of Bond	Bank Account Details: Bank Account Name _____ BSB No. _____ Account No. _____		
8. Regular Bookings	Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____	
	School Holidays Public Holidays	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
SERVICE OF ALCOHOL DETAILS			
Are you proposing to supply, serve or sell alcohol? The Hirer agrees not to permit the consumption or service of alcohol in breach of the Liquor Act 2007 or of any license issued there under (Any such license must not be sought without the prior written consent of City of Newcastle) Documentation required for Medium Impact Event – Supplying (BYO), Serving or Catering for VIP and/or Private and Corporate Functions, outside the hours of 8am and 8pm a) PL Insurance of \$20 million in the name of the Vendor, Supplier or Caterer b) Liquor / Caterers Licence c) Licence from the Office of Liquor and Gaming if intending to sell alcohol	<input type="checkbox"/> YES , please complete details below <input type="checkbox"/> NO , please proceed What is the proposed service of alcohol? (tick one or more box's) <input type="checkbox"/> BYO <input type="checkbox"/> Supplying <input type="checkbox"/> Servicing <input type="checkbox"/> Selling <input type="checkbox"/> All of the above What is the proposed purpose of alcohol? <input type="checkbox"/> Private Function <input type="checkbox"/> Corporate Function <input type="checkbox"/> Community Event		

9. Acknowledgement	<p>I have read and acknowledge the Conditions of Hire and attach the following:</p> <p style="padding-left: 40px;">Copy of drivers licence</p> <p style="padding-left: 40px;">Copy of Public Liability Insurance (if required)</p> <p>Signed _____ Print _____</p>	
10. Charity and Not for Profit If you or your organisation is a Charity or a Not for Profit, and/or raising money on behalf of a Charity, then you may be eligible for a reduced application fee, if such a reduced fee is not already available.	<p>Is your organisation a Registered Charity and/or Not for Profit?</p> <p><input type="checkbox"/> YES, please attached the certificate of Charity Status and/or Not for Profit as Appendix 2 to this application.</p> <p><input type="checkbox"/> NO, please answer next question</p> <p>Are you raising funds for a charity as part of this event?</p> <p><input type="checkbox"/> YES please attach the authority to fund raise as Appendix 2 to this application.</p> <p><input type="checkbox"/> NO please proceed to item 11.</p>	
11. Signature of Applicant Please print, sign and date this form, the applicant acknowledges that all information provided in this form is true and accurate.	Sign X	Dated
12. Lodgement of Application	<p>Applications can be lodged;</p> <p>In person at the Customer Enquiry Centre, located on the ground floor of 282 King Street, Newcastle. Operating times from 8.30am to 5.00pm, Mondays to Fridays.</p> <p>Mail - Postal address 'The CEO, City of Newcastle, PO Box 489 Newcastle 2300'.</p> <p>E-mail: CommunityFacilities@ncc.nsw.gov.au or mail@ncc.nsw.gov.au</p>	
13. Privacy	<p>Protecting your privacy;</p> <p>City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and City of Newcastle Privacy Management Plan.</p> <p>Purpose of collection: To enable City of Newcastle as the consent authority to assess your proposal.</p> <p>Intended recipients: City of Newcastle staff and other government agencies that may be required to assess the proposal.</p> <p>Supply: The information is supplied voluntarily and is used in the assessment of the application.</p> <p>Consequence of non-provision: Your application may not be accepted or processed due to a lack of information.</p> <p>Storage and Security: Your information will be stored in the City of Newcastle's electronic records management system</p> <p>Access: Your information can be checked for accuracy by calling (02) 4974 2000 and can be accessed under the <i>Government Information (Public Access) Act 2009</i> (NSW).</p>	
14. Contact Us	<p>You can contact the City of Newcastle regarding the lodgment of your application by;</p> <p>Phone: (02) 4974 2000</p> <p>Fax: (02) 4974 2222</p> <p>E-mail: CommunityFacility@ncc.nsw.gov.au or mail@ncc.nsw.gov.au</p> <p>Web: www.newcastle.nsw.gov.au</p>	

EVENTS CALENDAR DETAILS

Are you proposing to use City of Newcastle Events Calendar to promote your event?

You can promote your event on Council's events calendar by filling in the online form.

*All events will be reviewed before they are published to the events calendar. City of Newcastle aims to approve all events within 48 hours of submission.

YES, Please complete details below

NO

Click on the link below to access City of Newcastle Events Calendar,

Link: [http://www.newcastle.nsw.gov.au/Explore/Things-to-do/Submit-Your-Event-\(1\)](http://www.newcastle.nsw.gov.au/Explore/Things-to-do/Submit-Your-Event-(1))

I have filled out and completed the online events calendar

ATTACHMENTS

Have you attached the required documentation as to this application?

YES, Please complete details below

NO

Please indicate which documents are attached to this application:

Appendices	Prefix
<input type="checkbox"/> Public Liability Insurance	1
<input type="checkbox"/> Charity Status, Not for Profit Certificate(s)	2
<input type="checkbox"/> Service of Alcohol / Caterer Licence / Liquor Licence	6
<input type="checkbox"/> Photo Identification	9

TERMS AND CONDITIONS

- The Hirer must be 18 years of age or over to hire a City of Newcastle Community Facility. Proof of age in the form of a Driver's Licence or photographic ID is required to confirm the booking. Social gatherings will not be booked for any person under the age of 25 years. Information provided on booking form must match details on ID to confirm booking.
- Full payment in accordance with the scheduled fees must be paid in advance, to secure the booking.
- Bookings with less than 10 business days' notice will incur a late fee as per the scheduled fees.
- All bookings are subject to a security bond as per the scheduled fees. The security bond is refundable subject to:
 - The facility (including furniture and equipment), grounds and surrounding environment are left in the same condition as at the commencement of the booking. Any damage will result in the forfeiture of some, or all, of the security bond.
 - The facility key is returned to the key safe located at the facility, or to the City of Newcastle Administration Centre if a key safe is not located at the facility.
 - Note: the bond refund can take up to 28 days after the event. Bank details must be supplied in writing.
- Access instructions are to be used by the hirer only and are not to be passed on to any third parties. Access to the facility is only provided during the hours specified on the booking form. If items are found to be stored at the facility before or after these booking times, the hirer will be charged for any additional hours that the items remain at the facility.
- Display and decorations are not to be fixed to any surface of the facility. Fasteners of any kind such as staples, nails, pins etc. are not permitted to fix decorations. No confetti allowed on premises.
- A licence from the Office of Liquor and Gaming is required for all hirers who intend to sell alcohol. Any such licence must not be sought without the prior written consent of Council. The hirer agrees not to permit the consumption or service of alcohol in breach of the Liquor Act 2007 or of any licence issued thereunder
- The Hirer must ensure all music and noise are kept within acceptable limits (including entering and departing the facility). Noise limits apply as follows:
 - Sunday to Thursday noise to cease by 9pm and the Facility to be vacated by 10pm
 - Friday, Saturday or preceding a public holiday noise to cease by 10pm; Facility to be vacated by 12 midnight

- The Hirer must ensure there is no smoking inside the building or in the surrounding areas. Any persons smoking outside the building must be at least 10 metres from doors and windows of the building.
- The Hirer is responsible for setting up, cleaning off and packing away tables and chairs. All tables and chairs must be returned to the designated storage area. Time for set up, clean up and pack away is to be included in your booking time.
- All rubbish is to be removed from inside and outside of the facility including the surrounding grounds. Rubbish is to be put in garbage bags and placed in the allocated bins. Any rubbish that does not fit in the bins provided is to be removed and disposed of by the hirer. Cost of any additional waste services required will be deducted from the Hirer's security bond.
- Hirers are responsible for securing the facility on vacate, ensuring all doors and windows are locked and alarms are armed where provided. City of Newcastle reserves the right to recover costs from the hirer if any damage or loss occurs because of failure to secure the facility. All lights and appliances are to be switched off.
- City of Newcastle will not be responsible for any loss or damage to goods or merchandise on the premises. Insurance of the hirers equipment and goods is the responsibility of the Hirer.
- Cleaning fees are applicable to all bookings where food and beverages will be served, available or permitted, including all parties & social gatherings. For bookings where a cleaning fee is not charged, hirers must ensure that the facility is left clean and tidy or a cleaning fee will be deducted from the bond. e.g. of bookings exempt of cleaning bookings are mid-week bookings where food and beverages are not served or provided to attendees.
- Public Liability Insurance
 - Incorporated Bodies, Sporting bodies, Clubs and Associations of any kind OR For Profit/Commercial activities – must provide a copy of their valid Public Liability Insurance with their booking form.
 - The Public Liability Insurance must site City of Newcastle as an interested party.
 - Where required, users may be asked to provide copies of Public Liability Insurance and details of any security arranged for specific events.
 - It is the hirer's responsibility to sight all contractor's current public liability insurance (minimum \$20 million) to cover catering, entertainment, security or any other service to be provided at the venue.
- No animals shall be permitted in the Facility except animals trained to assist people with a disability in accordance with the Companion Animals Regulation 2008. The Hirer may be granted special approval to permit animals in the Facility additional conditions of hire are applicable and will be provided on application.
- Any Hirer found to be falsely stating the nature of their event may be subject to cancellation of the booking and / or forfeiture of the security bond.
- Cancellation Fees
 - The full hire fee, including cleaning fee, will be charged for bookings cancelled with less than 48 hours' notice. Fifty per cent of the hire fee will be charged for bookings cancelled with 48 hours to one week's notice.

Please contact **The City of Newcastle After Hours Emergency line on 4974 6000 if emergency assistance is required after hours**. Please note that a cost may be issued for callout if a council officer is required to attend the facility and it is determined that the hirer is at fault.

All hazards and/or incidents must be promptly reported to Council by calling 4974 2000 during business hours 4974 6000 after hours or email communityfacilities@ncc.nsw.gov.au

Breach of Conditions:

Any breach of the above Conditions entitles City of Newcastle to terminate the agreement and the facility is to be immediately vacated.

City of Newcastle shall be entitled to apply the whole or any part of the security bond to remedy any breach of this Agreement and demand from The Hirer any balance owing if the security bond is insufficient to meet the cost of remedy.

City of Newcastle shall be entitled to recover from The Hirer the cost of remedying or rectifying any breach of the agreement including legal and court costs of such recovery.

I agree that the premises are hired for the purpose as requested and for such purposes only. I have read the Conditions of Hire for Community Facilities and agree to abide by them.

Name of Hirer: _____

Signature of Hirer: _____

I have read and acknowledge the Terms and Conditions.