



9 Park Street, Riverstone NSW 2765
PO Box 418
Phone: (02) 9627 3622 Fax: (02) 9627 3225
www.nwcs.org.au reception@nwcs.org.au

AGREEMENT FOR HALL HIRE AT NORTH WEST COMMUNITY SERVICES INC.

Hirer must be over the age of 21 years and in attendance for the duration of the function.

CONTACT DETAILS

Contact Person Name:

Business Name:

ABN:

Address:

Email:

Home Phone:

Mobile:

Have you hired with us before? YES ☐ NO ☐

FUNCTION DETAILS:

Date of Function:

One Off Hire ☐

Ongoing Hire ☐

☐ Seniors Hall

☐ Community Hall

☐ NWCS Meeting

☐ NWCS Meeting

Capacity 150

Capacity 50

Capacity 2

Capacity 4

Type of Function:

Number of People Attending:

Time of Function: From: (am/pm)

To: (am/pm)

Will Liquor Be Consumed?: Yes ☐ No ☐

Will Liquor Be Sold at The Function? Yes ☐ (License is required from Liquor and Gaming NSW) No ☐

Will Security Be Required: Yes ☐ No ☐ (Refer to T&C's of Hire)

Will Projector be required (\$40 fee- **only available in Community Hall**) Yes ☐ No ☐

Hire Fee: \$ Bond Refundable: \$ 330 Projector \$ Total: \$

**All prices include GST*

Account Name:

BSB:

Account No :

(for refund of bond if applicable)

HIRER USER AGREEMENT:

I have read and understood the Terms and Conditions of Hire and agree to abide by them.

Signature: _____

Date: _____

CHECKLIST:

- | | | |
|--|---|--|
| <input type="checkbox"/> Commercial/Private Hire Rate | <input type="checkbox"/> Community Venue Hire Rate | <input type="checkbox"/> Copy of Certificate of Currency |
| <input type="checkbox"/> Insurance Waiver | <input type="checkbox"/> NFP certification/Certificate Incorporation /ABN if registered with ACNC | |
| <input type="checkbox"/> Alcohol Consumption - Party Registration NSW Police | <input type="checkbox"/> Alcohol Sales – License Liquor & Gaming | |

NORTH WEST COMMUNITY SERVICES INC. TERMS AND CONDITIONS OF HALL HIRE

1. Booking Procedure & Payments

- a) Hirers must be aged over 21 years.
- b) North West Community Services Inc. will hold a verbal booking in the hirer's name for one week, during that time we require the return of a signed Hall Hire Agreement to confirm the booking.
- c) Once a completed and signed agreement for Hall Hire has been submitted, an invoice will be sent for the Bond and Hire Fee. The invoice must be paid in full by the due date on the invoice. In the instance of the booking being more than one month in advance, the bond amount must be paid to secure your booking with the remainder due by the invoice due date.
- d) Ongoing Hirers: Invoicing for ongoing hirers will be in arrears. Invoices must be paid in full by the due date on your invoice. **5% LATE FEE APPLIES.**
- e) Security Swipe Card will be made available directly to the hirer(only). An email will be sent with instructions. The security card will only be activated for the designated time of the booking.
- f) The refundable bond will be processed and returned to the hirer within two weeks after return of the access card, less any amounts to be deducted for damage, cleaning, or missing items.
- g) The hirer will be liable for bank fees charged if cheque payment is dishonoured or if BSB and account details provided for bond refund are incorrect.
- h) All quoted prices are inclusive of GST

2. Booking Period

- a) There is **no free set up time**. Normal hire fees will apply within the times stated on your booking form. The hirer must arrange for all hired equipment to be removed within the booking times.
- b) All night functions are to cease at 12 midnight and the hall and the surrounding area of the hall are to be vacated within 30 minutes of the conclusion of the function. It should be noted, that if the security company is required to be in attendance due to the non-compliance of these conditions, a callout fee may apply.
- c) Use of the hall beyond the approved times will result in additional hire fees being charged to the hirer.

3. Cancellation of Booking

- a) Two weeks' notice must be given for the cancellation of the hirers booking. If two weeks' notice is not given the bond amount will not be refunded unless the hall is re-let by the centre. **Cancellations must be confirmed in writing to reception@nwcs.org.au**

4. Access Card

- a) The access card is only for the use of the hirer that signs this Agreement. The hirer will be charged for the cost of replacing the access card if this has been lost.
- b) An alarm call out fee (if required) will be charged to the hirer at a rate of \$60.00 per call-out. If you have not secured the building correctly and security is alerted, you may be charged an alarm call out fee.

5. Security Management, Responsibility and Behaviour

- a) Security management is the hirer's responsibility. Adequate supervision and security should be in place during any activity.
- b) Private and Public functions such as Parties, Dances and similar types of functions are required to meet conditions, including the provision of appropriate **security** arrangements as recommended, contact Police for advice. The hirer must ensure that adequate supervision and security is provided outside of the Hall as well as in the car park area. Hirers must consider the potential for unauthorised and uninvited persons.
- c) The hirer or agent of the hiring group must be more than 21 years of age and is responsible for the conduct of all persons attending during the period of hire.
- d) For 18th Birthday parties Security must be provided and evidence of that must be submitted with Hiring Agreement.**
- e) The hirer or agent is required to remain on the premises at all times during the term of hire.
- f) Children and young people must have adult supervision at all times.
- g) The hirer shall ensure there is no over-crowding, obstruction of passageways, corridors and fire doors. The hirer must ensure that the number of attendees must not exceed the capacity of the hall (50).
- h) Unnecessary discharge of fire extinguishers will incur a service fee of \$300.00 each.
- i) Any breakages or damage MUST be reported to the North West Community Services Inc. within 24 hours. The hirer shall be responsible for the cost of making good any damage caused to the buildings, furniture and fittings arising out of and in the course of his or her engagement.
- j) North West Community Services Inc. is not responsible for personal property that is lost, stolen or damaged in the course of the booking. The hirer is responsible for any property brought onto the premises. There are no storage provisions.
- k) No gambling or games of chance shall take place in any portion of the building or premises.
- l) Fireworks are not to be used in association with the use of the facility. Community fireworks events can only take place with the specific written approval of Blacktown City Council.
- m) The use of smoke machines is prohibited due to the presence of smoke detectors.
- n) No naked flames, except for birthday or ceremonial candles. Other candles or sources of naked flames are not permitted. No BBQ or spits with naked flames.
- o) North West Community Services Inc. reserves the right to notify NSW police of any function to be held in the Community Hall.

6. COVID-19 Requirements

- a) The hirer must ensure that they have a record of all attendees.
- b) Hirers should ensure that attendees are not experiencing any COVID related symptoms, have not been exposed to anyone with COVID and have not been recently tested for COVID.
- c) Guests must not have temperature exceeding 37.3.
- d) Anyone who cannot meet above requirements should not gain access to the hall.
- e) Hirers must provide hand sanitizer upon entry for all attendees.
- f) Hirer should implement COVID safe food handling practices if serving food (ie, gloves and face masks).

7. Refusal to Let

- a) It shall be at the discretion of the North West Community Services Inc. to refuse to let the Hall.
- b) North West Community Services Inc. shall also have the power, if seen fit, to cancel letting and return the bond paid if the hirers intended use changes and is not consistent with the use of the Hall.
- c) Sub-letting is not permitted under any circumstances.

8. Insurance

- a) All users of our venues are responsible for providing their own adequate public liability insurance cover. No responsibility will be accepted by the Centre for accidents, injuries, loss or damage sustained by any person or persons using any part of the facilities during the time of the hiring. The hirer agrees to indemnify the North West Community Services Inc. and its Officers against all claims and demands made or costs and expenses incurred in connection therewith.

- b) Copy of Certificate of Currency must be provided with the booking.
- c) Should the hirer arrange for amusement rides, jumping castles, jukeboxes, karaoke or other such equipment, you must ensure that this is approved by North West Community Services Inc. in writing. The provider of this equipment must have current public liability insurance for not less than \$20,000,000.00.
- d) Exemption of public liability insurance cover:
Private, one-off events such as Birthdays, Baby showers and Christenings can apply for an exemption of public liability insurance cover, an additional Indemnity waiver will need to be signed by the hirer.
All ongoing Hirers will be required to have public liability insurance.

9. Liquor

a) If Alcohol is being consumed, please register your event with NSW Police.

https://www.police.nsw.gov.au/online_services/party_safety select "Register my Party" please provide the registration submission ID to us. (A copy will be sent to your designated email address when registering).

- b) NO BEER KEGS PERMITTED
- c) No alcohol is to be consumed outside the facility; hirers must comply with alcohol free zones.
- d) Alcohol can only be sold if the hirer or agent obtains the relevant approvals and permits from Liquor and Gaming NSW.
- e) Copies of relevant approvals and authorisations must be provided prior to the event. Failure to do so will result in cancellation of booking.

10. Smoking

- a) Sam Lane Complex is a public space with public buildings and falls within the requirements of the NSW Smoke Free Environment Act. This prohibits smoking near entrances/exits of public buildings. North West Community Services Inc. needs to ensure we comply with all State legislative requirements.
- b) Sam Lane complex is owned by Blacktown City Council, which prohibits smoking within a 15-metre boundary of all its buildings. North West Community Services Inc. needs to ensure we comply with Council's regulatory requirements.
- c) Both State and Local Government requirements are designed to protect individuals from the harmful effects of passive smoke. From January 2019, the Same Lane Complex will be smoke free, and with a 15 metre smoke free zone, it means we will not have a designated smoking area.
- d) Hirers will need to inform their members that smoking is not permitted on the site of Sam Lane Complex. Failure to comply could result in penalties and/or loss of access to hiring space.

11. Music, Entertainment & Noise Levels

- a) All sound equipment must be placed inside the facility.
- b) The hirer will indemnify the Centre in relation to breaches of the copyright act or any other related legislation. Note that the premises are not licensed for the performance of protected recordings under the Australian Copyright Act.
- c) The level of noise must not contravene the NSW Environmental Protection Act at any time during the function. ALL NOISE MUST CEASE AT 12 MIDNIGHT AND AT NO TIME MUST THE LEVEL OF NOISE BE SUCH THAT IT IS DISTURBING TO THE NEIGHBOURS. Any complaints will result in refusal of any future bookings.
- d) Socially unacceptable conduct or excessively loud noise levels are not acceptable and may lead to you being asked to vacate the Hall by the Police.
- e) As the Riverstone Community Centre Halls are located in a residential area we ask you to please be considerate of the neighbours while the function is in progress and while leaving the car park.

12. Decorations

- a) No nails, screws or any other fastenings are to be driven into or attached in any way to walls, floors, furniture, fittings or windows.
- b) Decorations and balloons can be attached to the building or fittings providing they do not leave marks or cause damage and are removed at the end of the hire period.

13. Catering

- a) Catering for food is the sole responsibility of the hirer. Insurance details of Catering business that will be onsite must be provided.
- b) Ice is to be kept in suitable watertight containers.

14. Cleaning

- a) The hirer will need to undertake a general clean. At the end of the hire period, the hirer must ensure the following.
 - i. The Hall must be left by the hirer in a reasonably clean condition.
 - ii. No food scraps or drinks to be left in the building.
 - iii. All tables and chairs must be wiped down and thoroughly cleaned & packed away.
 - iv. All goods, properties or materials brought in by the Hirer or any person on his/her behalf must be removed from the premises at the completion of the function.
 - v. Hirers using any of the tables for serving or handling food or refreshments of any kind must provide suitable tablecloth or other means of covering the tables.
 - vi. All floors are swept and spilt liquids mopped
 - vii. All decorations removed.
 - viii. All rubbish removed and placed in rubbish bins in the enclosed garbage area located at the rear of the Senior Citizens Hall.
 - ix. The kitchen is to be left in a clean state with benches wiped down; stove, fridge and sink clean.
 - x. Brooms, mop & bucket and some cleaning products are supplied.
 - xi. External grounds should be clean and free of rubbish including cigarette butts.
- b) Failure to comply will result in loss of bond.

15. Fees

- a) The North West Community Services Inc. reserve the right to revise the fees and charges from time to time as may be found necessary.

16. Checklist on Departure

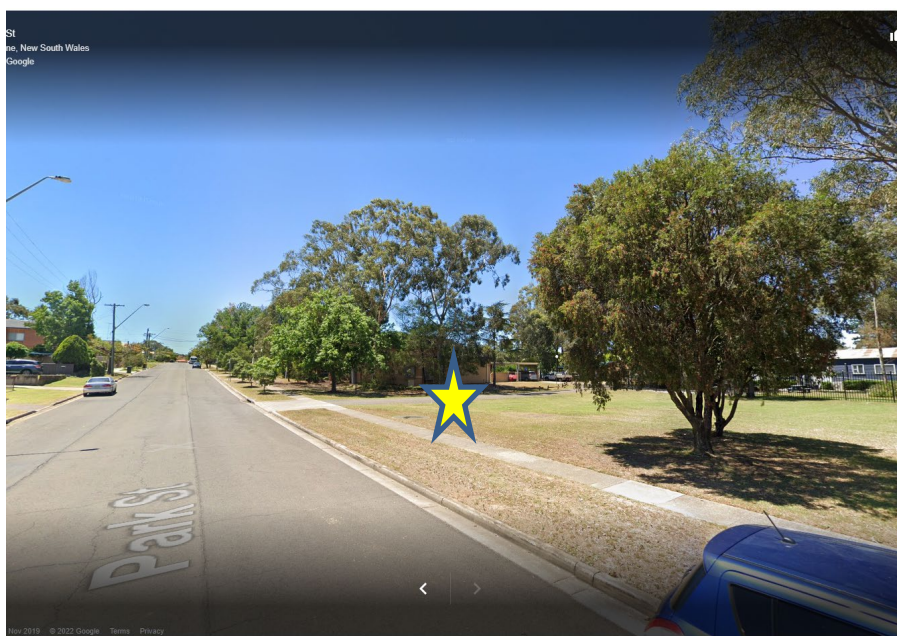
- a. Before you leave the building, make sure:
 - i. All internal lights and air-conditioner are turned OFF at main panels.
 - ii. All tables and bench tops are wiped clean.
 - iii. Floors and toilets are clean.
 - iv. Garbage is removed from the building and placed in outdoor bins.
 - v. All food and drinks are removed from the hall.
 - vi. All doors are CLOSED AND LOCKED
 - vii. Alarm is activated with the swipe card.
 - viii. Car park is clean and tidy.
- b. Failure to leave the building clean and secure will incur a loss of partial or full bond fee.

17. Emergency Procedures

- a) In the event the smoke detectors are activated or there is a fire, all attendees must evacuate the building via the emergency exits.
- b) Fire emergency exit lights are found above the front & rear doors
- c) Fire equipment is provided in the facility as a requirement by law. Please make yourself familiar with its location before your function begins.
- d) The equipment shall only be used in case of an emergency; misuse will incur a fee for repair and replacement.
- e) In the event of a fire, the Emergency Assembly Point is shown in the photo below, it is the hirers responsibility to safety guide their guest to this point.
- f) Hirers must call 000 to report a fire.

18. Emergency Evacuation Meeting Point

The evacuation meeting point is located at the grass paddock, behind the Senior's Hall on Park Street.



19. Emergency Phone Numbers

Police, Ambulance & Fire	000
Blacktown City Council Security (ask for emergency when prompted)	After Hours Emergency: 1300 133 491 02 5300 6000