

## ROOM HIRE PACK

A Friendly, Caring, Safe and Connected Community



**EASY ACCESS for all- 5 minutes off the M1  
(1 hour from Sydney & 1 hour from Newcastle).**

**Wheel Chair access throughout plus disabled toilets, private parking for  
16 cars and bus at the door step.**

**All rooms have air conditioning and fans, wireless internet throughout,  
clean & tidy premises with filtered water and kitchen facilities available  
for all.**

**Tables, chairs, screens, projector, whiteboards etc available for hire.**

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# CONFERENCE ROOM

Measures 7x14m	Day Hire	Night/Weekend Hire
Dividable room		
<i>All rates per hour</i>	\$18	\$28

**Four sky lights provide natural light. Seats 60 people comfortably. The room can be partitioned into 2 rooms if needed. Each end of the room has air conditioners, ceiling fans, TV with output and a large projector screen.**



*A wall mounted TV (DVD/USB facilities) and projector screen.*



*Training and events can seat up to 80 people*

## CRAFT ROOM

Measures 7x7m <i>All rates per hour</i>	Day Hire	Night/Weekend Hire
	\$15	\$22

Suitable for groups of up to 30 people, air conditioning, ceiling fans & large sink.  
Lots of light...



*Bar set up for corporate functions -*



*Group functions up to 20 seated comfortably*

## KITCHEN (Kitchen is shared use unless whole centre is booked)

Measures 3 X 4 metres. Large kitchen island bench for food preparation. Electric stove top, fan forced wall oven, fridge, deep freeze, microwave oven, Hot water urn and dishwasher. Platters and oven trays available for hire.



# BOARDROOM

3x2m Technology access <i>All rates per hour</i>	Day Hire	Night/Weekend Hire
	\$12	\$15

**Table seats up to 8 people, wall mounted TV (DVD/USB facilities). 2 Computers, tea & coffee making facilities, white Board etc. available for hire.**



## INTERVIEW ROOM

<p><i>Plus waiting room for privacy</i></p> <p>3x2m</p> <p><i>All rates per hour</i></p>	<p>Day Hire</p> <hr/> <p>\$10</p>
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**Interview Room has one room, accommodating up to 4 clients and own toilets, plus waiting room with separate entrance. Air conditioning, chairs, table etc.**



## MEETING ROOM

<p>3x2m, Comfort seating</p> <p><i>All rates per hour</i></p>	<p>\$11</p>
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**Meeting room has four comfortable arm chairs, coffee and tea making facilities, fridge and computer. Cosy atmosphere very well suited to counselling.**

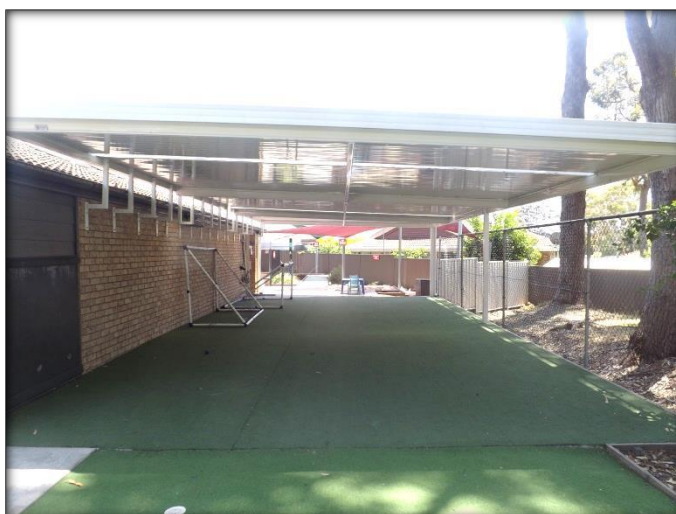
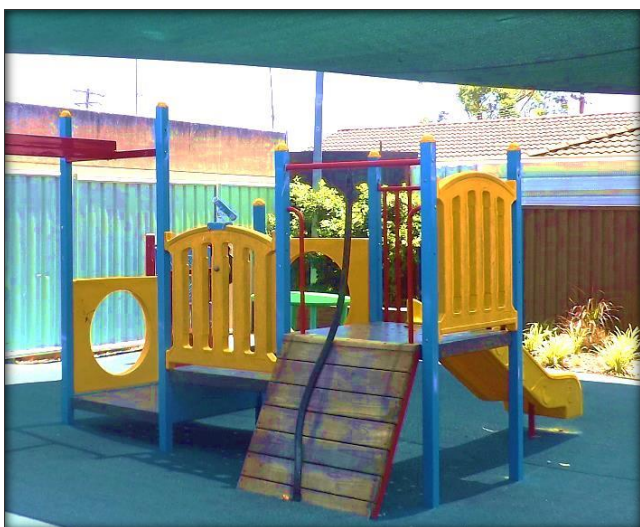
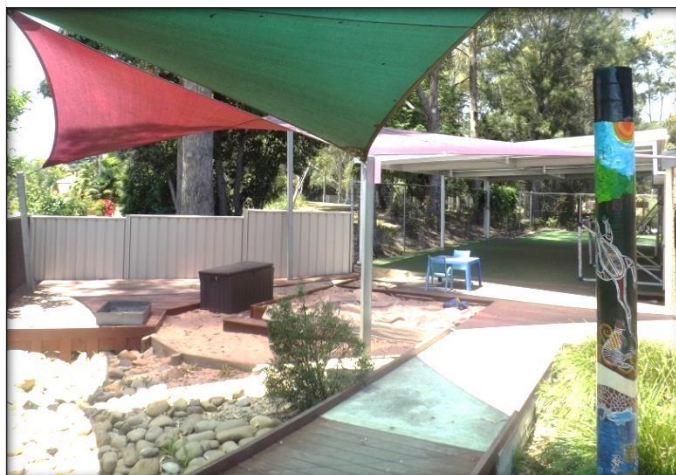


## WHOLE CENTRE - WEEKEND EVENT HIRE (Only)

Whole Centre - Weekends Only <i>All rates per hour</i>	\$35
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**This is the ideal venue for your event hire, particularly for kid's parties....**

The outdoor area has 2 slides, a sandpit, climbing frames, basketball hoop, plenty of shade sails and a large covered in area with an awning. Outdoor lighting, a stage with a roof, sandpit and a power point for music.



**All wheel chair access and fully fenced**

**The playground is only available at weekends with whole Centre hire, which includes use of kitchen, Craft room and Conference room**

**We have fully qualified childcare workers that are available to do childcare for your functions @ \$32.00 each worker an hour.**

**Contact the Centre Manager Fiona for more information on 43401724.**



<b>RESOURCE Hire Fees – Pick up only</b>	
<b>Chairs – Stackable approximately 70</b>	\$3 each
<b>Trestle Tables – Approximately 12</b> 1832 L x 760 W mm moulded plastic with metal legs	\$10 each
<b>Trestle Tables - Approximately 4</b> 122L X 61Wmm moulded plastic with metal legs	\$7.50 each
<b>Sound System</b> (Speaker, Stand, Microphone, Cabling)	\$165
<b>Data Projector – Epson Multimedia Projector</b>	\$50
<b>Portable Projector Screen</b>	\$15
<b>Portable Whiteboard (in house only)</b>	\$10
<b>Tablecloths –Approximately 14</b> White to fit large trestle tables	\$10 each – includes laundering
<b>Cutlery – Approximately 50 pieces each</b> Knives, forks, dessert spoons, teaspoons	35c per setting – Knife, fork, spoon Minimum 10 place settings
<b>Crockery – Approximately 50 pieces each</b> Mugs, bowls, dinner plates side plates	Side plate - \$0.55c, Dinner plate - \$1.00, Bowl - \$0.55, Mug \$0.55
<b>Glasses – Approximately 50</b> Short and tall water glasses	\$0.55
<b>Water jugs – Approximately 8</b> 6 stainless steel and 2 glass	\$3.00
<b>Coffee plungers - 2</b>	\$12.50

**\*Note a bond is required for certain items and off site hire.**

**Catering for all occasions can be accommodated. Please call manager if required.**

**The following is a summary of Kariong Neighbourhood Centre's Hire Agreement:**

**BOND/PAYMENT**

- Payments must be finalized three days prior to the booking or within seven (7) days of being invoiced.
- All prices **include** GST
- All hiring payments must be paid in cash or direct deposit
- \$100 - \$300 bond is required for all equipment hire depending on item.
- Bonds are payable by cash or cheque only. We **do not** have EFTPOS or credit card facilities.
- The bond is refundable on return of the items, subject to full payment of all outstanding hire fees and other charges and the satisfactory condition of the equipment after completion of hire

# Equipment – Hire Application Form

## REQUEST

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to hire: \_\_\_\_\_ (number of) \_\_\_\_\_

(Equipment) from Kariong Neighbourhood Centre. On site \_\_\_\_\_ off site \_\_\_\_\_

Date from: \_\_\_\_\_ Returning: \_\_\_\_\_

I understand that I am not covered by any insurance through the Kariong Neighbourhood Center for any incident that occurs outside of Kariong Neighbourhood Center grounds.

I understand that Kariong Neighbourhood Centre is not liable for any damage to persons or property resulting from this equipment at any stage that it is not on Kariong Neighbourhood Centre grounds.

I also understand that I may be required to replace, or reimburse Kariong Neighbourhood Centre for any damage to equipment whilst in my care.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORISATION

Licence Cited:  Yes

Member: Yes  No

Application

Approved

Declined

Authorised By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## RETURN OF ITEMS

Goods checked on return by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## VENUE HIRE APPLICATION FORM 2018

The attached 'Conditions of Hire' form part of this application.

Organisation Details			
<b>Name Business/Group</b>			
<b>Contact Name</b>			
<b>Daytime Phone No.</b>		<b>Mobile</b>	
<b>Email address</b>			
<b>Address for Correspondence</b>	<b>Post Code:</b>		
<b>Type of Organisation Group</b> (Please tick)	<input type="checkbox"/> Business. ABN _____ <input type="checkbox"/> Private (individual or group) <input type="checkbox"/> Not for profit organisation (Incorporation papers sited)		
<b>Member of KNC</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

**Please note all bookings outside of working hours require a \$300 Bond.**  
**All day time Mon to Fri bookings are only in school terms.**

Room Hire Details	
<b>Date(s) and Time Required</b>	Date: Start time: Finish time:
<b>Name of Room</b>	<input type="checkbox"/> Boardroom <input type="checkbox"/> Interview Room <input type="checkbox"/> Craft Room <input type="checkbox"/> Whole Centre <input type="checkbox"/> Meeting Room <input type="checkbox"/> Conference Room 1&2 <input type="checkbox"/> Conference Room 1 <input type="checkbox"/> Conference Room 2
<b>Purpose of Hire</b>	<input type="checkbox"/> Casual <input type="checkbox"/> Permanent
<b>Resources Required</b>	<input type="checkbox"/> White Board <input type="checkbox"/> Computers <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Wifi <input type="checkbox"/> TV <input type="checkbox"/> P.A and Speakers <input type="checkbox"/> Cutlery & Crockery (amount?) <input style="width: 50px;" type="text"/>
<b>Catering available on request</b>	<input type="checkbox"/> Morning Tea (Tea, coffee, biscuits and cake) <input type="checkbox"/> Lunch (sandwiches, fruit and cheese platter) Cost depends on your needs, speak to the manager 43401724  Number of Guests: <input style="width: 100px;" type="text"/> Cost per Head: <input style="width: 100px;" type="text"/> Total: <input style="width: 100px;" type="text"/>
<b>Activities undertaken</b>	<input type="checkbox"/> Party <input type="checkbox"/> Private hire <input type="checkbox"/> Workshop
<b>Furniture / Resources</b>	<input type="checkbox"/> Chairs (How many?) <input style="width: 50px;" type="text"/> <input type="checkbox"/> Tables (How many?) <input style="width: 50px;" type="text"/>
<b>No. Attendees</b>	<input style="width: 100px;" type="text"/> <b>Attendees Age Range</b> <input style="width: 100px;" type="text"/>

### Agreement

As the hirer, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Terms and Conditions of Venue Hire. I also agree to indemnify Kariong Neighbourhood Centre Inc., its staff and volunteers and Board members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees and any persons under its control or responsibility in connection with the usage of Kariong Neighbourhood Centre Inc.'s facilities. I am aware that I must complete and sign a **ROOM HIRE CHECKLIST** before setting up the room/s hired and before leaving the Centre. Please note, you will be required to put the number of people attending your function on the room hire checklist when completing it.

<b>Signature</b>		<b>Date</b>	
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Payment method – EFTPOS <input type="checkbox"/> Invoiced <input type="checkbox"/> Cash <input type="checkbox"/>
Name of Payee

### Office Use Only

<b>Application accepted by</b>		<b>Date</b>		<b>License Cited</b>	
<b>Application approved by</b>		<b>Bond taken</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> N/A \$		
<b>Date Bond Returned</b>		<b>Signed</b>			
<b>Hire Fees Applicable</b>	<b>per hour:</b> <b>per day:</b>	<b>Total hire fee</b>	\$		
<b>Receipt Given</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:	<b>Invoice Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Insurance</b>	<input type="checkbox"/> Casual (Less than 6 occasions per year – No insurance required)	<b>Insurance (needed)</b>	<input type="checkbox"/> Permanent (Copy of Public Liability Policy required). Sited <input type="checkbox"/>		
<b>Keys Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Key Number</b>			
<b>Date Keys Collected</b>		<b>Signed</b>			
<b>Date Keys Returned</b>		<b>Signed</b>			



## TERMS AND CONDITIONS OF VENUE HIRE

### Hourly Room Hire Rates 2018

All prices include GST

	Day Hire (per hour)	Night/Weekend Hire (per hour)
<b>Meeting Room</b> 3x2m, Comfort seating x4	\$11	
<b>Interview Room</b> 3x2m, Waiting room, 1 New desk	\$10	
<b>Boardroom</b> 3x2m, Seats up to 8, Technology access	\$12	\$15
<b>Craft Room</b> 7x7m, Sink included	\$15	\$22
<b>Conference Room</b> 7x14m, Dividable room	\$18	\$28
<b>Whole Centre</b> Only on weekends	\$35	

*\*Note: All bookings require a \$300.00 Bond.*

*\*\*Note: All rooms are air conditioned.*

*\*\*\*Note: All rooms have WIFI.*

#### **Meeting Room**

One 3 metre by 2 metre room, with 2 computers and printer available. Ideal to be used as an interview room. 4 comfortable chairs with utilities to make tea or coffee.

#### **Boardroom**

One 3 metre by 2 metre room, with 2 computers and printer available. Ideal for use as a meeting or interview room. Large oval table and 8 chairs – own utilities, tea, coffee, whiteboard, T.V with DVD, 8 cups/glasses, computer connections.

#### **Kitchen**

The kitchen is a 3 metre by 4 metre room, with fridge, oven, stove, microwave and dishwasher. Access is on a shared basis with other room hirers. Exclusive usage may be possible but must be negotiated prior to hiring. For weekend hire, we cannot guarantee more than one shelf will be available for venue hirer.

#### **Craft Room**

One 7 metre by 7 metre room with vinyl flooring and craft sink. Suitable for groups of up to 30 people. Up to 8 tables and 75 chairs, extension cords, projector and urn available upon request. Access to playground/outdoor area.

#### **Conference Room**

One 7 metre by 14 metre room with vinyl flooring. Room can be partitioned to make two 7 metre by 7 metre rooms. Suitable for groups of up to 150 people. Up to 8 tables and 75 chairs available upon request. Large flat screen T.V, DVD and projector screen available. Access to playground/outdoor area.

#### **Interview Room**

Interview Room has one room, accommodating up to 4 clients and own toilets, plus waiting room with separate entrance. Air conditioning, chairs, table etc.

#### **Whole Centre**

Exclusive usage of the Centre.

#### **Outdoor Area**

Secure outdoor area to the rear of the building including children's playground and garden area. Can be accessed through either Craft or Large activity rooms – ideal for children's parties.

## 1. Hire Application and Payments

- a) All Hirers must complete a Venue Hire Application Form. Approval of the application is at the discretion of Kariong Neighbourhood Centre Inc.'s Manager. **Please note:** Booking is not **confirmed** until paperwork has been received. Booking is not **secured** until payment has been made.
- b) The Hirer will only use the venue for the purpose and activities outlined and approved in the Venue Hire Application Form. Permanent Hirers must notify KNC of any significant changes to number of group members.
- c) The hire may be cancelled at any time if determined necessary by Kariong Neighbourhood Centre Inc.
- d) The Hirer shall not sublet the premises to any other organisation/individual.
- e) Gosford City Council maintains a Public Liability Indemnity Insurance for Casual Hirers (who hire the venue less than 6 times a year). A copy of this policy is available from Gosford City Council.
- f) All other Hirers must have their own Public Liability insurance cover, and provide a copy of the Certificate of Currency to Kariong Neighbourhood Centre Inc. before the hire commences.
- g) In the event of a hiring dispute which is not resolved by the KNC Manager, the group or individual may apply in writing to the KNC Board giving details of the dispute and the Board's decision will be final.
- h) KNC reserves the right to vary regular bookings and will give 2 weeks' notice to the Hirer.
- i) KNC reserves the right to terminate a hire agreement if the Hirer fails to pay overdue costs within two weeks of a written demand for payment.
- j) For regular Hirer's, the normal weekly fee will be charged if the hire is cancelled less than **seven** days before the hire date. Full fee also applies in the event that the event is not cancelled but does not take place.
- k) For casual Hirer's, a fee equal to 50% of the total hiring fee will be deducted from the hire fee / deposit if the hire is cancelled less than **seven** days before the hire date.
- l) Payment of the hiring fee for the use of the rooms at the Centre must be paid in full within three (3) days **following receipt of application. Security deposit (300)** is paid on key collection for casual hirers. For regular hirers the bond must be paid three (3) days **prior to the first date of hire** and the hiring fee must be paid monthly in advance within seven (7) days of being invoiced.

## 2. Key Collection and Return

- a) Keys can be collected during office hours (**9am-3.30pm**) on the last working day before the hire. Please note:
- b) Keys must be returned on the **first working day** subsequent to the hire.
- c) Keys must not be duplicated for any reason whatsoever. Lost keys must be reported immediately to the Manager and all hirers are responsible for the full replacement costs of any lost keys plus deadlocks.

## 3. Using the Venue

- a) All persons using the Centre must sign in and out for **WORK, HEALTH AND SAFETY** purposes. It is the **HIRER'S RESPONSIBILITY** to ensure that all guests or group members sign the **SIGN IN/OUT BOOK** (or other form of attendance register provided) when entering and before leaving the Centre. If a hirer keeps its own attendance register for group members or guests, the hirer must notify the KNC Manager of this and ensure that the register is properly kept and signed by all persons using the Centre.

- b) **KNC does not hire the premises for youth parties (for 16-24 years).**
- c) Smoking is not permitted within Kariong Neighbourhood Centre Inc.'s premises. It is the responsibility of the Hirer to ensure this condition is strictly enforced. Any cigarette butts in the surrounds of the building are to be collected and placed in the garbage bins provided.
- d) Under no circumstances is the sale or provision of alcohol to persons under the age of 18 permitted. No alcohol will be sold on the premises or consumed in the carpark.
- e) Any noise generating equipment such as stereos or microphones are not to exceed the existing background noise level. Other noise, particularly departure noise, is to be kept to a minimum so as not to inconvenience surrounding residents (as per NSW Neighbourhood Noise policy).
- f) A first aid kit is not provided with room hire. Hirers must provide their own first aid kit.
- g) KNC have a security company that conduct regular checks of the grounds. If security is specifically required to attend the Centre due to improper behavior, setting off the alarm, leaving an external door or window unlocked or incorrect activation of the system, a call-out fee of \$40 will be deducted from the bond, or charged directly to the hirer.
- h) Hirers are welcome to use tables, chairs, & whiteboards. Projector, BBQ or other equipment is available for hire on application. All equipment must be used in accordance with **WORK, HEALTH AND SAFETY DIRECTIONS** displayed around the Centre.
- i) Any equipment stored on site by the hirer is stored at the **HIRER'S OWN RISK**. KNC, the KNC Board and staff do not accept responsibility for any loss, damage or theft of the hirer's equipment.
- j) The hirer must ensure that all electrical equipment brought into the Centre has had an annual safety check by a licensed electrician and has an inspection tag attached to the equipment. Any problems incurred by KNC due to privately owned electrical equipment brought into the Centre must be paid for by the hirer and the cost will be deducted from any bond held.
- k) Any equipment is brought into the Centre at the **HIRER'S OWN RISK**. KNC, the KNC Board and staff do not accept responsibility for any loss, damage or theft of the equipment or personal effects of the hirer or the hirer's guests or group members. Hirers are responsible for any accidents caused to any person by equipment brought into the Centre by the hirer or the hirer's guests or group members.
- l) Please report any safety hazard on the **ROOM HIRE CHECKLIST** forms provided. Copies of the form are kept on the clipboard next to the door at the end of the Centre hallway.
- m) Glass is **NOT** permitted to be taken outside, including into the playground or car park.
- n) Hirers are responsible for any accidents caused by the negligence or failure to take due care of the hirer or the hirer's guests or group members.
- o) The evacuation exits and location of fire extinguishers / fire blankets are indicated on the **LAYOUT AND EMERGENCY EXIT SIGNS** displayed on the Centre walls.
- p) Please report emergencies in accordance with the **EMERGENCY SERVICES CONTACT LIST** displayed in room hire folders (located on wall at entry to rooms). The KNC Manager or staff must be notified of the event.
- q) Party hire includes exclusive use of the Centre and facilities. The playground and kitchen are available for use with all other room hire on a shared basis on week days according to availability. If you require exclusive use of either please discuss a suitable arrangement with staff. Crockery, cutlery, dish washing liquid and additional items used during weekend party hire are to be provided by hirer.

r) **IMPORTANT:**

As **nut allergies** are increasingly an issue in the community, we observe a **nut free policy in our Before and After School Care Service**. We do not insist that you adhere to this policy, however, as the Center has only one kitchen we would ask you to be mindful of the **dangers** nuts present to those who are allergic. Therefore, we ask that you take particular care to **remove all nuts and products containing even traces of nuts** when you leave. It is important to ensure that **all surfaces are cleaned thoroughly**.

**4. At the conclusion of the hire**

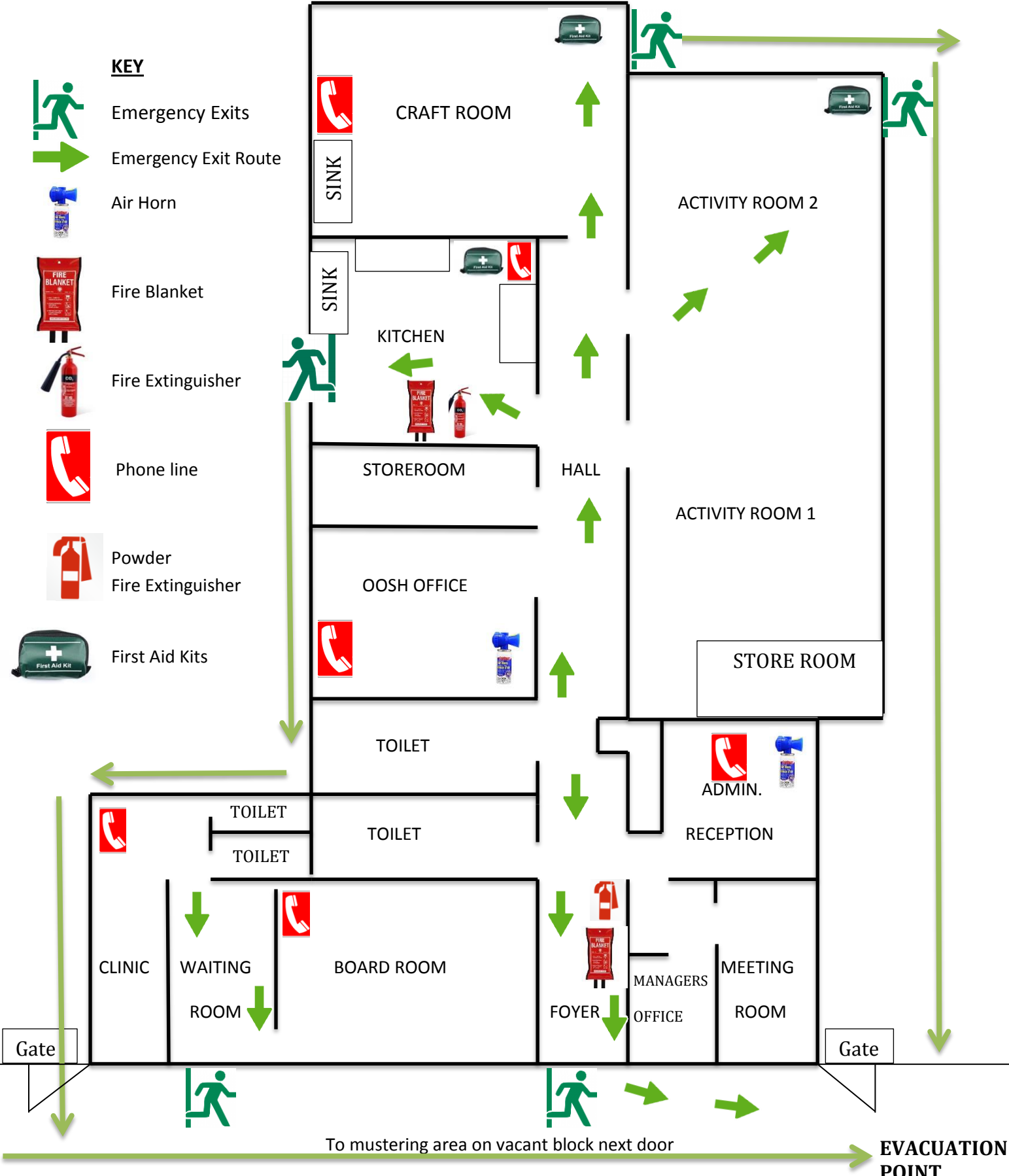
- a) Every Hirer **is required** to complete, date and sign a Room Hire Checklist when **entering** and **leaving** the premises.
- b) The venue must be vacated by **10pm Sunday – Thursday and 12am Friday - Saturday** or additional hire will be charged.
- c) The Hirer must leave the venue in a clean and tidy state with all furniture and other resources returned to their original positions. Cleaning equipment is located in the store room next to the kitchen. A cleaning fee of \$30 an hour will apply if Hirer fails to clean up after usage.
- d) **All rubbish must be removed** by the Hirer from the Centre. In particular soiled disposable nappies are **not** to be left on the premises.
- e) The Hirer is responsible for any breakages, theft or damage to the facility or equipment. Any damage must be immediately reported to the Manager who will calculate the cost of the damage and include the amount in the Hire invoice or deduct it from the bond.
- f) The Hirer must ensure that all electrical appliances including lights, fans, heaters, air-conditioning and cooking appliances are turned off, all doors locked and the alarm turned on when leaving the venue. A fee of \$25 will be charged if electrical appliances are left on. Please switch off all lights in the centre, including the main lights beneath the noticeboard at the entrance to the centre – please do not switch off the sensor lights at any time.
- g) The televisions fixed to the walls are not to be used unless a prior request has been lodged and documented.

**5. Security Deposit Refund**

- a) The Security Deposit will be refunded on key return once the hired venue has been inspected and found satisfactory.
- b) Costs will be removed from the bond in the case of any damage or where the venue is not left in a satisfactory condition.



# KARIONG NEIGHBOURHOOD CENTRE LAYOUT & EMERGENCY EXITS



**DIAL 000 FOR EMERGENCY SERVICES**