



VENUE HIRE APPLICATION FORM 2018

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

Organisation Details			
Name Business/Group			
Contact Name			
Daytime Phone No.		Mobile	
Email address			
Address for Correspondence	Post Code:		
Type of Organisation Group (Please tick)	<input type="checkbox"/> Business. ABN _____ <input type="checkbox"/> Private (individual or group) <input type="checkbox"/> Not for profit organisation (Incorporation papers sited)		
Member of KNC	<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			
Date(s) and Time Required	Date: Start time: Finish time:		
Name of Room	<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		
Purpose of Hire	<input type="checkbox"/> Casual <input type="checkbox"/> Permanent		
Resources Required	<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"/>		
Catering available on request	<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"/>		
Activities undertaken	<input type="checkbox"/> Party <input type="checkbox"/> Private hire <input type="checkbox"/> Workshop		
Furniture / Resources	<input type="checkbox"/> Chairs (How many?) <input style="width: 50px;" type="text"/> <input type="checkbox"/> Tables (How many?) <input style="width: 50px;" type="text"/>		
No. Attendees		Attendees Age Range	

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.

Signature		Date	
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Payment method – EFTPOS
 Invoiced
 Cash

Name of Payee

Office Use Only

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



TERMS AND CONDITIONS OF VENUE HIRE

Hourly Room Hire Rates 2018

All prices include GST

	Day Hire (per hour)	Night/Weekend Hire (per hour)
Meeting Room 3x2m, Comfort seating x4	\$11	
Interview Room 3x2m, Waiting room, 1 New desk	\$10	
Boardroom 3x2m, Seats up to 8, Technology access	\$12	\$15
Craft Room 7x7m, Sink included	\$15	\$22
Conference Room 7x14m, Dividable room	\$18	\$28
Whole Centre 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) Cancellation policy for casual Hirer's: 100% refund if more than 30 business days notice of cancellation provided, 50% fee if between 14 and 30 business days notice of cancellation provided, Nil refund if less than 14 business days notice of cancellation provided.
- 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.

Onsite Equipment Hire Rates 2018

	Member Rate	Standard Rate
Chairs	\$2	\$3
Trestle Tables	\$4	\$5
Tablecloths		\$5 white, \$2 blue each

** Note: Offsite/Afterhours Hire of equipment requires a \$100-\$300 bond, depending upon item. Kariong Neighbourhood Centre does not deliver or pickup items.*

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

Name: _____

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: _____
