# VENUE HIRE APPLICATION FORM 2024

The attached ‘Conditions of Hire’ form part of this application.

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| --- | --- | --- | --- |
| **Organisation Details** | | | |
| **Name Business/Group  (if relevant)** |  | | |
| **Contact Name** |  | | |
| **Daytime Phone No.** |  | **Mobile** |  |
| **Email address** |  | | |
| **Type of Organisation Group**  (Please tick) | Business. ABN  Private (individual or group)  Not for profit organisation (Incorporation papers sited) | | |
| **Address for Correspondence** | **Post Code:** | | |
| **Member of KNC** | No Yes | | |

* **Weekend and evening bookings require a $300 Security deposit (Eftpos/Cash)**
* **Weekday bookings available in school terms only.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room Hire Details** | | | | | | | |
| **Purpose of Hire** | | Casual Regular | | | | | |
| **Date (s)** | | Date/Start Date: | | | End Date: | | |
| **Start and Finish Times** | | Start Time: | | | End Time: | | |
| **Booking Frequency:** | | |  |  | | --- | --- | |  |  | | | | | | |
| **Name of Room** | | Craft Room Whole Centre Conference Room | | | | | |
| **Activities undertaken** | |  | | | | | |
| **Resources Required** | | White Board Projector/Screen TV P.A and Speakers Wi-Fi  Outdoor BBQ Chairs - Quantity: .......... Tables – Quantity: ............ | | | | | |
| **Catering available on request** | | Please contact (02) 4340 1724 | | | | | |
| **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 (KNC), 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 a **Room Hire Checklist** before setting up the room/s hired and before leaving the Centre. I am aware I will be required to put the number of people attending my function into the room hire checklist form when completing it. | | | | | | | |
| **Signature** |  | | | **Date** | |  | |

Name of Payee ..........................................................................................

Payment Method EFTPOS  Invoice  Cash

# TERMS AND CONDITIONS OF VENUE HIRE

Hourly Room Hire Rates 2024. All prices include GST

|  |  |  |
| --- | --- | --- |
|  | Day Hire - Weekdays  (per hour) | Night Hire - Weekdays  (per hour) |
| **Interview Room**  3x2m plus waiting room, Monday, Thursday or Friday only | $12 |  |
| **Craft Room**  7x7m, Sink included | $17 | $24 |
| **Conference Room**  7x14m | $20 | $30 |
| **Whole Centre / Party Hire** | $40 | |

* ***All weekend and evening bookings require a $300.00 security deposit.***
* *All rooms are air conditioned and have access to Wi-Fi.*

**Kitchen**

Access to kitchen is on a shared basis with other room hirers. Facilities include fridge, oven, stove, microwave and dishwasher.

**Craft Room**

Suitable for groups of up to 30 people. Tables, chairs available on request. Includes access to playground/outdoor area.

**Conference Room**

Suitable for groups of up to 150 people. Tables, chairs and TV available on request. Includes access to playground/outdoor area.

**Interview Room, and Waiting Room**

Includes separate entrance, waiting room and toilets.

**Whole Centre**

Exclusive usage of the Centre.

## **Hire Application and Payments**

**Regular Hirers:**

1. Regular hirers must complete a Venue Hire Application Form. Approval of the application is at the discretion of KNC Inc.’s General Manager. **Please note**: Booking is not **confirmed** until paperwork has been received. Booking is not **secured** until payment has been made.
2. The Hirer will only use the venue for the purpose and activities outlined and approved in the Venue Hire Application Form. Regular hirers must notify KNC of any significant changes to number of group members.
3. The hire may be cancelled at any time if determined necessary by KNC.
4. The Hirer shall not sublet the premises to any other organisation/individual.
5. Central Coast 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 Central Coast Council.
6. 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.
7. KNC reserves the right to vary regular bookings and will give 2 weeks’ notice to the Hirer.
8. 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.
9. 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.
10. Hire charges can be invoiced prior to or post, when pre-arranged with the KNC General Manager.

**Casual Hirers:**

1. Cancellation policy for casual hirer’s: 100% refund, less the administration charges will be provided on application to the General Manager
2. The security deposit of $300 is to be paid on collection of keys.

**All Hirers:**

1. In the event of a hiring dispute which is not resolved by the KNC General 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.

## **Key Collection and Return**

1. Keys are to be collected between 10am -12pm on the Thursday prior to the weekend or evening hire.
2. 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.

## **Using the Venue**

1. Weekday Hirers are asked to sign in and out at Reception.
2. **KNC does not hire the premises for youth parties (for 16-24 years).**
3. Smoking and vaping is not permitted in any area, including the car park. 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.
4. 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.
5. The Centre is located in a residential area. Please limit noise to an acceptable level.
6. A first aid kit is not provided with room hire. Hirers must provide their own first aid kit.
7. 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.
8. Hirers are welcome to use tables, chairs and the whiteboard.
9. 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 security deposit held.
10. 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.
11. Please report any safety hazard on the **Room Hire Checklist** provided.
12. Glass is **NOT** permitted to be taken outside, including into the playground or car park.
13. 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.
14. The evacuation exits and location of fire extinguishers / fire blankets are indicated on the **Layout and Emergency Exit Signs** displayed in the Centre.
15. 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 General Manager or staff must be notified of the event.
16. Weekend 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. Crockery, cutlery, dish washing liquid and additional items used during weekend party hire are to be provided by hirer.

**Please note:**

As **nut allergies** are increasingly an issue in the community, we observe a **nut free policy in our Before and After School Care and Vacation Care Service**. We do not insist that you adhere to this policy, however, as the Centre 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.**

## **At the conclusion of the hire**

* 1. Every Hirer **is required** to complete and date a Room Hire Checklist upon **entering** and **leaving** the premises.
  2. The venue must be vacated by **10pm Sunday – Thursday and 12am Friday - Saturday** or additional hire will be charged.
  3. 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 table cupboard. **A cleaning fee of $50 an hour** will apply if Hirer fails to clean up after usage.
  4. The Hirer is responsible for any breakages, theft or damage to the facility or equipment. Any damage must be immediately reported to the General Manager who will calculate the cost of the damage and include the amount in the Hire invoice or deduct it from the security deposit.
  5. 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.
  6. The TV fixed to the walls are not to be used unless a prior request has been lodged and documented.

## **Security Deposit Refund**

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