



1/20 Kincumber Street
PO Box 6268 Kincumber 2251
T: 02 4363 1044 F: 02 4369 6721
www.kincumber.nsw.au

Application for Hire 2018

Name of organisation: _____
 Outline of group/activity: _____
 First contact name: _____ Second contact name: _____
 Address: _____ Address: _____
 Phone: _____ Phone: _____
 Email: _____ Email: _____
 Rooms required: _____ Number of days: _____
 Dates from: _____ To: _____
 Hiring times from: _____ To: _____
 Bond: _____ Agreed rate of hire: _____
 Agreed rate for equipment hire: _____

Please note hiring times must include setting up of room and cleaning of room

(Times must be strictly adhered to. Call outs from our security service regarding early opening or late closing will attract an extra fee. For this reason be very clear about your times).

Number of attendees: _____
 If having music/entertainment provide details: _____
 Hire Equipment:
 Audio Equipment Package (auditorium only, includes all equipment listed below)
 Other hire equipment:
 TV & DVD Projector, laptop, screen Microphone & Speaker Overhead projector & Screen
 Tables Chairs

Please provide us with a copy of your Public Liability Insurance Certificate of Currency with this application.

If, for reasons beyond the control of the Board, a booked room is unavailable to a hirer, then the Board will not be held liable for any financial loss or inconvenience to the Hirer.

I/we understand the final approval can only be given by the Board of Management

Signature Date

OFFICE USE ONLY Category of Hirer : Community : (Voluntary & NFP)
 General : (Individuals, private, business, councils, gov., political.) Party :
 Rooms Approved: Yes/No Date: _____
 Bond required \$ Hiring Fee \$ Equipment Hiring Fee \$
 Copy Public Liability: Yes/No Key : Yes/No Key No:
 Entered on T-Booking: Signed: Code: Yes/No Code No:
 Bond returned: Yes/No Date bond returned: _____



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Hire Agreement 2018

Kincumber Neighbourhood Centre will use its best endeavours to maximise community use of the facility, making it accessible to community members and community groups in an equitable way, and in accordance with community needs, Department of Family and Community Services' priorities and Gosford City Council requirements.

This agreement is made on the..... day of 20.....

Between: The Board of Management, Kincumber Neighbourhood Centre
Of Unit 1 / 20 Kincumber Street, Kincumber.

And
(Hirer)

Of

Term of the Agreement:
(Twelve months maximum based on a calendar year)

Commencement Date:.....

Agreed Rate of Hire:

Hirer
Name of Group/Organisation

Representatives name (in full)

I/We have read the Hire Agreement and agree to all conditions set down in same

Signature: Date:

Kincumber Neighbourhood Centre Inc Board of Management

Representatives name (in full)

Signature: Date:.....

BOND RETURN

1) Cheque to be made payable to: OR

2) Direct Credit to your account –

BSB:

A/c No.

In the name of:

Conditions of Hire 2018

In the interest of all people using the Centre and local residents, the following conditions of hire govern the use of this facility:

RESPONSIBILITY OF THE HIRER

When a hirer is using the building out of hours, they are responsible for ensuring the security of the building. Please lock the front door after your group members have entered.

Access should be strictly limited to the members of the group. Do not allow anyone else to enter the building. (e.g. to go to the toilet).

Access by participants should be by the outside opening doors of the room/s hired. The key holder should enter the building by the front door entry, deactivate the alarm and then lock that door. Any outside opening doors must not be left unattended.

All Hirers accept responsibility and accountability to adhere to the conditions set out in this document.

Each Hirer is responsible at all times for the safe evacuation of all members of their group. The Hirer has the responsibility to familiarise all people in their group of the evacuation procedure in case of an emergency. The **Emergency Evacuation Plan** is on display in every room. Please take note of nearest Exits and Assembly area. An emergency telephone is located in the hallway opposite the Auditorium. Dial 0 then 000.

First Aid Kit is available on fridge in the large kitchen. Accidents and Incidents must be recorded in book with the first aid kit.

CENTRE USE

1. No Alcohol will be sold on the premises. No keg beer. Bottles and cans only.

If alcohol is consumed on the premises it must be confined to the areas hired for the function. This includes no alcohol to be consumed at the front or sides of the building or in the front foyer. Hirers must comply with the Liquor Act 1982 Section 114(4).

For further information regarding Licensing law details please contact the Licensing Police on 4323 5599.

2. No smoking is allowed inside or outside the building. Please do not litter the outside of the building with cigarette butts.
3. All amplified and/or loud noise will cease at 10.30pm Sunday to Thursday, and at **11.30pm** Friday and Saturday.
4. Activities at the Centre are to conclude at 10.30pm Sunday to Thursday and at **Midnight** Friday and Saturday. Users are to depart in a quiet and orderly manner and leave the vicinity.
5. Due to WHS regulations, under **NO** circumstances are children permitted to be in the kitchen at any time whilst on the premises.

PRIORITY OF USE

1. Community groups will receive priority over individual or business hiring. Permanent bookings (i.e. regular weekly hire) will get priority over other bookings. **The Centre reserves the right to cancel bookings on one month's notice to allow priority groups to have access.**
2. Booking staff have the authority to deny access to a hirer where the activity is considered inappropriate for the building. For example:
 - An activity where valuable equipment in the Centre would be in danger of damage.
 - An activity where the control of the people present was considered beyond the capability of the responsible Hirer, such as a large Dance Party, 18th Birthdays Party, 16th Birthday party. The Board may request hirers to hire licensed security staff. In the event of an access dispute the group or individual may apply in writing to the Board of Management whose decision will be final.
3. On-going evaluation of groups using the Centre will be conducted and future hiring will be considered in light of these evaluations. Failure to adhere to any of the Conditions of Hire may result in a hirer being refused access to the building in the future.

HIRE FEE

There are three rates for hiring a room, **Community Rate, General Rate, and a Party Rate**. Community Rate is for community run Not for Profit organisations. To qualify for the Community Rate a group must be able to show it is a community run organisation such as a Playgroup, Neighbourhood Centre or other not for profit organisations.

The Manager has the authority to decide which rate applies for each hiring application. In the event of a dispute, the group or individual may apply in writing to the Board. The decision of the Board will be final.

Each room has a different hire rate. Day and evening rates apply.

BOND

1. The rate of bonds differs according to the use of the room. See **Rates of Hire**.
2. Bonds will be returned by cheque or direct deposit into a nominal bank account by the end of the following week as long as the key to the room(s) has been returned. Rooms and equipment will be inspected as soon as possible after the event. The cost of any damages, breakages, missing items or extra cleaning will be deducted from the Bond. If the cost is greater than the bond, an invoice will be issued to the hirer, stating date, action taken and cost outstanding. Invoice terms are payment within seven (7) days.
3. Any expenses incurred by the Centre due to lost or damaged keys will be deducted from the Bond.

SECURITY CALL OUT

The Security Company charges to attend a Call Out for:-

- setting off the Security Alarm,
- leaving an external door open,
- staying later than your agreed closing times,

- not correctly activating the Security System could result in a Call Out and a fee of \$50 being deducted from the Bond.

PUBLIC LIABILITY INSURANCE

1. Permanent/regular hirers of the Centre, Registered bodies and Associations and those who charge fees must provide the Board with evidence of Public Liability Insurance. Failure to provide such evidence will result in the cancellation of future bookings.
2. Kincumber Neighbourhood Centre does carry a Public Liability policy for casual hirers (that do not fall under 1) to hold private functions, parties, public meetings etc. This cover will also extend to non-profit community groups up to 10 times per calendar year. However, it is preferable that casual hirers also maintain their own Public Liability Insurance.

PAYMENT

1. Bookings will only be confirmed after payment of a deposit of no less than \$50 or the Hiring Fee and Bond money.
2. The full Hire Fee and Bond money must be paid at least a month prior to use of the room or at the time of booking, if requested by the Centre. Time must be allowed for cheques to clear in the bank or cash will be required. You can also direct credit our account at least 3 days before picking up key. **We do not accept credit cards or EFTPOS.** Our banking details are **Bendigo Bank, BSB 633000 A/C 159961820** – please include your / your organisation's name.
3. **A hirer of a room must give the Centre 1 weeks' notice for cancellation of a booking.** Cancellations advised after this time will result in the hirer paying the full rental fee or 1 week hire for the room. A refund of the rental fee will be made only if another booking for the same time and room is received by the Centre.
4. Regular hirers who are invoiced monthly need to give a month's advance notice if changing rooms or will be charged at normal fee.

EQUIPMENT

1. Hirers must get prior permission to bring in extra electrical equipment and use it in the building. Any damage caused by faulty electrical equipment brought into the Centre must be paid for by the hirers.
2. Any equipment brought into the Centre by a hirer is at the hirer's own risk. The Centre does not accept responsibility for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given by the Board. The hirer is responsible for any accidents caused to any person by their equipment.
3. Hirers are responsible for any accidents caused by their negligence or failure to take due care.
4. The Centre has very limited storage rooms. Regular hirers may apply to the Board for use of storage space within the Centre for their equipment. Requests may be granted after consideration of the available space and on condition that equipment is stored in a tidy manner and does not create a fire hazard. Fees may be charged for storage.

5. Any equipment owned by the hirer and stored in the Centre must be returned to its storage area at the conclusion of each hire session to ensure the room/s used is free for other hirers.

POSTERS

Notices, posters or displays must not be altered, covered or removed unless prior permission is given by the Board. No posters, decorations etc. are to be attached to wall or notice boards without prior permission.

LEAVING THE BUILDING

1. The hirer is responsible for ensuring the room/s used is left in a clean and tidy condition. This includes the toilets and any other areas used. Basic cleaning equipment will be provided by the Centre (vacuum cleaner, broom, mop, bucket, dustpan and brush). However hirers will need to provide any other cleaning equipment required.
2. All kitchenware must be washed and returned to the appropriate cupboard. Benches and sinks must be cleaned. When the dishwasher is used it must be emptied prior to the hirer leaving the Centre if possible.
3. All rubbish must be removed from the premises and disposed of. The Centre does not have any Otto bins.
4. Any equipment used by the hirer including tables, chairs, whiteboards etc. must be returned to its original position in a clean and tidy condition. Please do not drag furniture across the floor. Tables must be carried by two people at all times.
5. On completion of the activities, all windows and doors are to be locked and lights turned off, toilets are checked for cleanliness and any stragglers, and the SECURITY SYSTEM ACTIVATED before locking front door. Failure to correctly secure the building, which includes the correct setting of the alarm, may result in non-refund of bond. Hirers will be given an Exit Check List by Office Staff.

Keys MUST be returned to the Centre on the next working day after use of the Centre.