



K.N.C.

Kincumber Neighbourhood Centre

1/20 Kincumber Street

Kincumber 2251

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KNC ROOM HIRE RATE 2020

Community Hire Rates: (voluntary and not-for-profit groups)

General Hire Rates: (individuals, private, business, councils, government, political)

ROOM	Community	General	Bond
	Day	Day	Parties \$500 Other* \$150
Auditorium	\$28/hr	\$33/hr	
Workshop	\$13/hr	\$21/hr	\$100
Meeting	\$11/hr	\$20/hr	\$100
Interview	\$8.50/hr	\$13/hr	\$100
Kitchen	All rates include use of the Kitchen (Kitchen stand alone \$15/hr.		
Additional Information :			
Bonds	Other* refers to Small Community events and functions and children's parties concluding before 5 pm. Bonds are payable for After Hours (After 5 pm) or Weekend usage.		
Party Rate	Parties will be charged at the General Rate. Special Events/Performances – Please refer to the separate Terms and Conditions and Hire Rates applicable to this type of hire.		

ROOM DESCRIPTIONS:

Auditorium

One 12 metre x 12 metre wooden flooring large enough to seat 100 people. Can also be used for large group activities. The room is connected to the kitchen via a servery. Twenty (20) tables are available with 100 chairs.

Workshop / Craft Room

One 5 metre x 7 metre vinyl tiled room with access to large craft sinks. Enough space for approximately 15 to 30 people.

Meeting Room

One 6.5 x 6 metre carpeted room for use as a meeting room or for group discussions. Enough space to seat 10 – 12 people (meeting style) or 15 – 20 for discussion groups.

Interview Room

One 4.5 x 3 metre room furnished with sofas. Suitable for use as a one on one interview space.

Kitchen**

The kitchen is 3 metre x 7 metre room with fridge, stove, microwave cooker, etc. Suitable for preparation of morning / afternoon teas and light meals. Access on a shared basis is available to all room hirers. Exclusive usage** may be possible but must be negotiated prior to hiring.

EQUIPMENT AVAILABLE FOR HIRE:

Meeting Room / Workshop: TV & DVD/Video; Data Projector, Laptop & Portable Screen; Overhead Projector & Screen; Microphone & Speaker (not cordless) \$4.00 per hour for each item, up to a maximum of \$14.00 each item. A lectern is also available at no charge.

Auditorium Audio Equipment Package (includes use of TV, DVD player, Projector and Screen, Laptop, Cordless Microphone) - unable to hire individual items.

- **Community Hire:** \$7.00/hr up to \$21.00 max;
- **General:** \$9.00/hr up to \$27.00;
- **Parties/Functions:** \$50.00 fee

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

HIRE FEES

- Fees/rates listed are per hour.
- General rates are for business, private functions and government organisations.
- Day rates are between 9am and 5pm Monday / Friday, excluding Public Holidays.
- The use of the kitchen and playground are available to all room hirers. Use of kitchen is for heating food and washing up purposes only.
- Kitchen rates** are for hirers wishing to have sole use of the kitchen.
- A cancellation fee is charged if bookings are cancelled less than two days prior to the date of hiring for casual hirers, and less than one week to the date of hiring for permanent hirers.
- **Please Note:** The building is a shared, Multi-purpose facility and as such, hirers are required to be respectful of other users of the building.

KEYS/BOND/PAYMENT:

- Casual hirers (hiring up to six times per calendar year) payments must be finalised three days prior to the booking.
- Regular hirer's payments must be finalised two weeks in advance of booking.
- All hiring payments must be in cash / or EFT.
- Keys may be collected when payment is made and are to be returned the following KNC working day between 9.00am and 3.45 pm
- Bonds are required for all hire.
Bonds are payable by EFT, cash or cheque only. We do not have EFTPOS or Credit card facilities on site.
- The Bond is refundable by cheque or direct deposit on return of the keys, subject to the condition of the centre following the occasion of hire.
- Any expenses incurred by KNC due to lost or damaged keys will be either deducted from the bond or will be invoiced direct to the hirer.

KINCUMBER NEIGHBOURHOOD CENTRE - BANKING DETAILS

Bank : Bendigo Bank BSB : 633000 Account Number 159961820

Please put your last name as a reference on the transfer to identify the booking.

GENERAL CENTRE USE

- The Kincumber Neighbourhood Centre does not, at any time, hire the premises for youth parties, youth ages from 16 to 24 years. Other parties are approved at the discretion of the Manager.
- **No noise** applies after 10.30pm Monday to Friday and 11.30pm on Saturday and Sunday nights. (Noise is loud and/or excessive sound which disturbs the tranquillity of residents in the surrounding area.) This is a Gosford Council requirement.
- To conform to government regulations **smoking is not permitted** within the Kincumber Neighbourhood Centre building or surrounds.
- No alcohol will be sold on the premises.
- If alcohol is consumed on the premises, it must be confined to the hired area. No alcohol is to be consumed in the car park.
- Adherence to the Liquor Act 1982 Section 114(4) states: A person shall not give or sell alcohol to a person under-18 years. Secondary supply laws apply to all people who use the facility, both hirer and guests. For further information contact the Licensing Police on 4323-5599.

Insurance

- All hirers must provide a copy of their current Public Liability Insurance. If this is not available, please discuss this with the Centre Manager.