

APPLICATION FOR BOOKINGS

NO BOOKING IS CONFIRMED UNTIL THE REQUIRED FEES HAVE BEEN PAID AND YOU RECEIVE A CONFIRMATION LETTER AND RECEIPT.

CASUAL BOOKINGS: REQUIRES BOND AND FULL FEE TO BE PAID IN ADVANCE.

REGULAR BOOKINGS: REQUIRES BOND AND ONE MONTH'S FEES IN ADVANCE TO BE PAID

PLEASE **PRINT** ALL INFORMATION AND TICK APPROPRIATE BOXES.

1. APPLICANTS DETAILS			
Name of Hirer	Mr. / Mrs / Miss / Ms (Please Circle)		
Organisation			
Postal Address		Postcode	
Home Phone		Work Phone	
Mobile (Required)			
Email			
Alternate Contact Person (Required)	Mr. / Mrs / Miss / Ms (Please Circle)		
Mobile (Required)			

2. PROPOSED SITE LOCATION		
RIVERWOOD COMMUNITY CENTRE		
151 Belmore Road North, Riverwood		Capacity
<input type="checkbox"/>	Hall	140 people
<input type="checkbox"/>	Basketball Court	Sports Only
<input type="checkbox"/>	Blue Room	40 people
<input type="checkbox"/>	Green Room	25 people
<input type="checkbox"/>	Kitchen	(one off fee: \$60.00)
PUNCHBOWL COMMUNITY CENTRE		
44 Rossmore Street Punchbowl		Capacity
<input type="checkbox"/>	Hall	100 people
<input type="checkbox"/>	Meeting Room 1	38 people
<input type="checkbox"/>	Meeting Room 2	40 people
<input type="checkbox"/>	Meeting Room 3	34 people
<input type="checkbox"/>	Kitchen	(one off fee: \$60.00)
THURLOW COMMUNITY HUB		
31 Thurlow Street Riverwood		Capacity
<input type="checkbox"/>	Hall	30 people

3. DETAILS OF FUNCTION

CASUAL HIRERS:

Time and Date of Hire

**Our venues are not open on public holidays AND may be unavailable during school holidays due use by our services

Date of Commencement _____ Day of Hire: _____
 Time of Arrival: _____ Time of Departure: _____
 Actual Function Start Time: _____ Actual Function Finishing Time: _____

REGULAR HIRERS:

** Our venues are not open on public holidays AND may be unavailable during school holidays due use by our services

Date of Commencement _____ Day of Hire: _____
 Time of Arrival: _____ Time of Departure: _____
 Actual Function Start Time: _____ Actual Function Finishing Time: _____

None	Daily	Weekly	Monthly	Yearly
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 Date Ending: _____

NOTE: Hire times need to include set-up, pack-up and cleaning time.

If specific dates are required please attached a list of dates to this form:

Please provide details of dates not required i.e. outings / school holidays etc.

The bond (or part thereof) may be retained if:

- **Your function runs over time.**
- **You have not vacated the premises by the finishing time on your confirmation letter.**
- **You have not adhered to the terms and conditions of the hire**

Type of Function

- | | |
|--|--|
| <input type="checkbox"/> Meeting
<input type="checkbox"/> Birthday – Specify Age _____
<input type="checkbox"/> School/College Use
<input type="checkbox"/> Playgroups
<input type="checkbox"/> Graduation – Specify Age _____ | <input type="checkbox"/> Recreation/Fitness Groups
<input type="checkbox"/> Church Group
<input type="checkbox"/> Political – Specify _____
<input type="checkbox"/> Choir
<input type="checkbox"/> Other – Please Specify _____ |
|--|--|

Number of guests: **(required)** _____

Cost of participation (if applicable) _____

Brief description of the function and what it involves

4. FOOD AND BEVERAGES

- Will food be served? Yes No
 Will alcohol be consumed? Yes No

If alcohol is consumed on the premises and you are an incorporated Community Group or Sporting Club, a liquor license application must be completed and submitted to your nearest Police station. Please forward a copy of the license to the Riverwood Community Centre at least ten (10) days before the function.

5. HOW DID YOU HEAR ABOUT RIVERWOOD, PUNCHBOWL AND THURLOW COMMUNITY HUB ROOM/HALL HIRE?

- Canterbury/Bankstown City Council Website Family/Friend
 Riverwood Community Centre Website Punchbowl Community Website
 Other (please specify)
-

Have you hired any of our halls or meeting rooms before?

- Yes No

6. SECURITY

If the Riverwood Community Centre identifies your proposed function is of a high-risk nature, it will be compulsory for the Riverwood Community Centre to hire security personnel (at your own cost). Where security is required, the ratio shall be a minimum of one (1) security guard for every 50 guests attending. The Riverwood Community Centre reserves the right to increase this ratio for very high-risk functions.

Unfortunately, 16th's, 18th's and 21st's are considered too high risk to be held at our venues.

7. INSURANCE

Incorporated bodies, sporting clubs, educational, religious organisations and commercial enterprises must provide Riverwood Community Centre with a minimum of \$10,000,000 Public Liability Insurance cover.

This policy **must** name the Canterbury City Council as an interested party.
 A current certificate of currency **must** be forwarded with this application.

Please attach a copy of the one page Certificate of Currency of your Public Liability Insurance Policy			
Insured (Name on Policy):			
Insurance Company:			
Policy Number:		Expiry Date:	

8. NON-MECHANICAL AMUSEMENT DEVICES

Will there be any non-mechanical amusement devices (e.g. Jumping Castle) at the function?
 YES/NO

Please provide the dimensions and a brief description of the device: (Maximum dimensions for a jumping castle are 4m x 4m)

All requests for non-mechanical amusement devices must be accompanied by a copy of the amusement company's 'Certificate of Currency' (Public Liability Insurance) with a minimum of \$10,000,000 coverage, and noting the Canterbury City Council as an Interested Party.

9. BOND

Please identify to whom the refund of any fees and/or bonds should be made out to:

Name / Organisation (if applicable):

Refund of bond and/or fees will be direct deposit – please provide your details below:

Bank Account Name: _____ Bank: _____

BSB No: _____ Account No: _____

The bond is held as a deposit against possible damage of the community hall, centre and meeting rooms, its furniture and fittings including fire and electrical services. Reasons that all, or part of, the bond may be retained include: the function running over time, smoking in the facility, or additional cleaning being required. The hirer is required to provide photographic evidence to support claims that the facility was in an unsatisfactory condition prior to their hire. Providing that all Terms and Conditions of hire are adhered to, the bond will normally be issued approximately **10 days** after the function. Riverwood Community Centre would be investigating concerns arising from your booking, you will be notified accordingly.

Our booking process is:

1. Booking form completed with Certificate of Currency and signed Agreement to abide by terms and conditions of hire and given to RCC
2. Availability confirmed
3. RCC accounts will issue invoice for bond and fees
4. Payment received by RCC no later than 10 days before the hire
5. Receipt and Confirmation letter sent to hirer

10. TERMS

We aim to provide clean, quality, affordable facilities for community use. We appreciate your assistance in providing these facilities to the community. Penalties for breaching any of these conditions of hire can include fines or immediate cancellation of hire.

- The hirer must be over 18 years of age. Photo identification must be provided.
- The Hirer is not permitted to sublet the hire.
- Understand that **no** booking is confirmed until full payment has been made and a confirmation letter received.
- State precisely the type of activity to take place in the facility.
- Collection of admission/entry fees or fees for services either directly or indirectly is prohibited.
- Under no circumstances enter any areas other than the section hired.
- Only be in the facility the times your application states. Any additional time will be charged to the hirer.

- Where admittance is required at an earlier hour than the time for which the booking is made the hirer must submit to the Riverwood Community Centre an Alterations Form and pay additional hourly rate, no later than 4.00pm ten (10) days prior to the date of booking.
- Notify security/caretaker or Police immediately if there is any threat of trouble.
- Ensure adherence to smoke free zones – smoking is not permitted within.
- Report any accident or near accidents to the Caretaker/Security immediately or Riverwood Community Centre in writing as soon as possible.
- **Under no circumstances**, except in the case of fire, should the fire safety equipment be used or discharged.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.
- No pets or animals are to be on the premises.
- All cancellations are to be made in writing. Cancellations made within ten (10) days prior the function will incur a 15% of hiring charge cancellation fee.
- The Hirer shall indemnify Riverwood Community Centre (and keep indemnified) from and against any claim, demand, action, suit or proceedings that may be made or brought by any person against Riverwood Community Centre, it's employees, agents or contactors.
- No nails screws, fittings of any kind shall be driven into or stuck to any part of the facility, furniture or fittings. At no time is sticky tape, adhesive substance, plastics, balloons, streamers or decorations to be stuck to any walls ceilings, doors, furniture or fittings. Damage to the facility will result in the forfeiture of part or the entire security bond.
- Streamers and balloons must not be hung from the ceiling fans. Smoke machines are not allowed. Throwing of confetti, glitter, sprays, poppers or rice is not permitted. A charge will be deducted from the hirers bond, if balloons are required to be removed from the facility.
- The Hirer is permitted to decorate tables with flowers, streamers and balloons, provided the tables are fully covered by tablecloths before decorating.
- Hirers using any of Riverwood Community Centre's Tables for suppers, refreshments etc. must provide suitable table coverings. All tables are to be wiped at the completion of the function.

11.CLEANING

The facility must be left clean and ready for the next user.

The hirer must:

- Clean and sweep floors, including kitchen and toilets. All spills are to be wiped up immediately.
- Wipe down all benches, tables, chairs and fridge/s.
- Dispose of rubbish by placing in bins – no rubbish is to be left inside the venue. Rubbish is not to be dumped on the ground near the bins.
- Safely stack and return all tables and chairs to the storeroom or designated area. All furniture should be accounted for.
- Ensure that the outside area including car park is free of litter.
- Supply own cutlery, crockery and cleaning materials.
- Ensure any excess waste is taken away and disposed of appropriately.
- Report if the facility was not found in a clean and tidy state.
- Ensure that no food or drink is left on the premises (especially in the refrigerator).

12. NOISE AND SURROUNDING RESIDENTS

Our venues are located in residential zones. The hirer is responsible for the preservation of good order during, and following, the hire of the facility as per the areas outlined below:

- Vehicles should not obstruct access to driveways or restrict parking in the street.
- Hirer's must meet the requirements of the Noise Pollution Act. Any sound amplification equipment used **MUST NOT BE AUDIBLE** from outside the building during the booking. At 10:30pm all music and/or noise should be moderated so as not be audible from the nearest residential property.

13. KEYS

No keys are issued to the hirer. Caretaker or security will be onsite to open and lock up all venues. In case of caretaker/security not being at the venue please contact the emergency contact number provided. In the case of the hirer completing their use of the premises before the appointed time or the caretaker has not arrived, the hirer must either call the emergency contact or stay on the property until the caretaker arrives.

14. PERSONAL PROPERTY / STORAGE

All items brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement. Hirers are responsible for the care and control of their own property and personal effects. Loss or damage to such items is not covered by Riverwood Community Centre's insurance policy.

15. FEES

RIVERWOOD COMMUNITY CENTRE:

Meeting Rooms

Weekday Rates 9am - 5pm	\$20.00 (inc GST) Per Hour
Weekday Rates 5pm – 9.30pm	\$35.00 (inc GST) Per Hour
Weekend Rates	\$55.00 (inc GST) Per Hour

Hall

Weekday Rates 9am - 5pm	\$20.00 (inc GST) Per Hour
Weekday Rates 5pm – 9.30pm	\$35.00 (inc GST) Per Hour
Weekend Rates	\$75.00 (inc GST) Per Hour
Weekend 8 Hour Block	\$500.00 (inc GST)

Kitchen

\$60.00 (inc GST) with hire of Hall.

Bond \$500

PUNCHBOWL COMMUNITY CENTRE

Meeting Rooms

Weekday Rates	\$38.50 (inc GST) Per Hour
Weekend Rates	\$55.00 (inc GST) Per Hour
Weekend Flat Rate of \$250 when Meeting Rooms booked in conjunction with the Hall.	

Hall

Weekday Rates	\$55.00 (inc GST) Per Hour
Weekend Rates	\$75.00 (inc GST) Per Hour
Weekend 8 Hour Block	\$500.00 (inc GST)

Kitchen

\$60.00 (inc GST) with hire of Hall.

Bond

\$500.00

16.SPECIAL TERMS

- Riverwood Community Centre has the right to set out special conditions and hire fees for functions not covered in the current fees and charges.
- No game of chance, gambling or any other kind of illegal activities are permitted inside any facility.
- The sale of alcohol on these premises is strictly prohibited.
- Our venues are not equipped with emergency first aid kits. It is the responsibility of the hirer to have first aid supplies available at all times.
- Riverwood Community Centres approval must be sought to advertise or promote community material.
- In case of musical programs, the hirer will accept full responsibility for any breach of any copyright during the period covered by the hire.
- Riverwood Community Centre reserves the right to refuse any booking and to cancel a booking already made for whatever reason. With such cancellations, the hirer will be refunded any monies paid to the Riverwood Community Centre. Riverwood Community Centre will not be liable for any loss, injury or damage incurred due to such cancellations
- Hirers are required to bring their confirmation letter to their function.
- Venues are hired under the condition that the person(s) whose signature appears on the application form, accepts and agrees to abide by the above prescribed terms and conditions.

NO BOOKING IS CONFIRMED UNTIL A CONFIRMATION LETTER IS RECEIVED

17. AGREEMENT

The organisation/Group/Individual agrees to support the philosophy and values of Riverwood Community Centre at all times and to use the hall/meeting rooms on the following terms:

- To abide but the Terms and conditions applying to the use of the Community Hall and Meeting Rooms.
- To use the hall/meeting rooms only for the agreed time and purpose specified on application.
- To ensure the maintenance of good order at the Centres during its use and to leave the Centres on each occasion of use in a clean and tidy state.
- To report any damage or break-in to the Caretaker/Security and the Riverwood Community Centre immediately it becomes aware.
- Cancellation fees apply for cancellations made within 10 days and/or 48 hours prior to your booking.
- Cleaning products are to be supplied by the hirer.
- Acceptance that Riverwood Community Centre has the right to refuse a booking without the necessity to give a reason.
- Please note that no keys will be issued to the hirer.

I the hirer, have read, understood and agree to abide by the Riverwood Community Centre Terms and Conditions for the hire of venues of Riverwood Community Centre. I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring, in accordance with the Terms and Conditions that have been supplied to me.

Name:			
Signature:		Date:	

Privacy Statement

You will need to provide personal information to the Riverwood Community Centre in respect of this application. The Riverwood Community Centre is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further clarification please contact the Privacy Contact Officer at Canterbury Council

Internal use:

Booking Approval		Date:
Invoice issued		Date:
Confirmation sent		Date: