

## VENUE BOOKING APPLICATION FORM

**Please check AVAILABILITY with us on 9533 0100  
BEFORE filling in this form**

### 1. APPLICANT DETAILS

<b>Name of Hirer</b>	First Name	Last Name		
<b>Organisation</b>				
<b>Postal Address</b>				Postcode
<b>Home Phone</b>		Work		Mobile - (Required)
<b>Email</b>				
<b>Alternate Contact Person (Required)</b>	First Name	Last Name		
<b>Mobile (Required)</b>				
<b>Have you hired our venues before</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>			

### 2. VENUE - Tick venue you wish to hire

<b>Riverwood Community Centre</b> 151 Belmore Road North, Riverwood		<b>Capacity</b>
<input type="checkbox"/>	Hall	140 people
<input type="checkbox"/>	Basketball Court	Sports Only
<input type="checkbox"/>	Blue Room – Meeting Room	30 people
<input type="checkbox"/>	Green Room – Meeting Room	25 people
<input type="checkbox"/>	Kitchen	(one off fee: \$60.00)
<b>Punchbowl Community Centre</b> 44 Rossmore Street, Punchbowl		<b>Capacity</b>
<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)
<b>Thurlow Community Hub</b> 31 Thurlow Street, Riverwood		<b>Capacity</b>
<input type="checkbox"/>	Hall	40 people

**NOTE: BOOKINGS ARE NOT CONFIRMED UNTIL THE PAYMENT OF FEES  
AND YOU RECEIVE OUR CONFIRMATION LETTER**

**COMPLETE EITHER 3. CASUAL BOOKING OR 4. REGULAR BOOKING**

**3. CASUAL BOOKING - SINGLE FUNCTION (For regular booking go to Section 4.)**

<b>Date of Hire:</b>		<b>Day of Hire:</b>	
<b>Number of Participants/Guests:</b>			
<b>Time of Arrival:</b>		<b>Time of Departure:</b>	
<b>Function Start Time:</b>		<b>Function Finish Time:</b>	
<b>Type of Function</b>	<input type="checkbox"/> Meeting		<input type="checkbox"/> Recreation/ Fitness/Sport Group
	<input type="checkbox"/> Birthday – Specify Age: _____		<input type="checkbox"/> Religious Group
	<input type="checkbox"/> School/College use		<input type="checkbox"/> Political – Specify: _____
	<input type="checkbox"/> Playgroups		<input type="checkbox"/> Other _____
	<input type="checkbox"/> Graduation – Specify Age: _____		
<b>Description of function</b>			
<b>Fee charged to participants (if applicable) \$</b>			

**4. REGULAR BOOKING – REGULAR FUNCTION (For single event go to Section 3.)**

<b>Booking details</b>	<b>Day</b>	<b>Frequency</b>	<b>Commencing</b>	<b>Finishing</b>
	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other - specify: _____	<b>First Date</b>	<b>Last Date</b>
			<b>Arrival Time</b>	<b>Departure Time</b>
<b>Exceptions (dates you do not wish to hire the venue – e.g. school holidays)</b>				
<b>Number of Participants:</b>				
<b>Type of Function</b>	<input type="checkbox"/> Meeting <input type="checkbox"/> School/College use <input type="checkbox"/> Playgroups <input type="checkbox"/> Religious Group - specify: _____		<input type="checkbox"/> Recreation/ Fitness/ Sport Group <input type="checkbox"/> Political – Specify: _____ <input type="checkbox"/> Other – specify: _____	
	<b>Fee charged to participants (if applicable) \$</b>			
<b>Description of function</b>				

**NOTE: HIRE TIMES INCLUDE SET-UP, PACK-UP AND CLEANING TIME**

## 5. FOOD AND BEVERAGES

Will food be served? Yes  No

Will Alcohol be consumed? Yes  No

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

Hirers are responsible for maintaining good order during the function and as participants leave.

## 6. SECURITY

**Sixteenth (16), Eighteenth (18) and Twenty-first (21) birthday parties are NOT PERMITTED to be held in our Halls and Meeting Rooms.**

For other events, if the Riverwood Community Centre identifies the function as high-risk, the Centre will hire security personnel at your cost. The ratio shall be a minimum of one security guard for every 50 guests. The Riverwood Community Centre reserves the right to increase this ratio and/or require the payment of an additional bond.

## 7. INSURANCE

Incorporated bodies, sporting clubs, educational, religious organisations and commercial enterprises must provide Riverwood Community Centre with a minimum of \$20,000,000 Public Liability Insurance cover.

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

Is your Certificate of Currency attached? Yes  No

## 8. NON-MECHANICAL AMUSEMENT DEVICES NOT PERMITTED

Non-mechanical amusement devices (e.g. Jumping Castles) are **NOT PERMITTED** in the venues.

## 9. BOND

Your bond refund will be deposited into your bank account. Please provide details below.

Bank Account Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Branch Name: \_\_\_\_\_ BSB No: \_\_\_\_\_ Account No: \_\_\_\_\_

**NOTE: VENUES ARE CLOSED BETWEEN CHRISTMAS AND PUBLIC HOLIDAYS**

## 10. AGREEMENT

The Organisation/Group/Individual agrees with Riverwood Community Centre Ltd (the Centre) to use the Hall/Meeting Room (venue) on the following terms:

- To abide by the Terms and Conditions of Venue Hire (see attached).
- To use the venue only for the agreed time and purpose specified on application.
- To bring all items required for the function.
- To ensure the maintenance of good order at the venue during its use and to leave the venue on each occasion of use in a clean and tidy state.
- To report any damage or break-in to the Caretaker or the Centre immediately it becomes aware.
- Fees apply for cancellations made within 10 days and/or 48 hours prior to your booking.
- Cleaning equipment and products are to be supplied by the hirer.
- The Centre has the right to refuse a booking without the necessity of giving a reason.
- 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 of Venue Hire. I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring, in accordance with the Fees and Charges and Terms and Conditions that have been supplied to me.

**Name**

**Signature**

**Date**

### Privacy Notice

The Riverwood Community Centre observes the Australian Privacy Principles. Personal information recorded on this form will only be used for the purpose for which it is collected.

### Internal Use Only

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

## TERMS AND CONDITIONS OF VENUE HIRE

### 1. FEES AND CHARGES FOR 2019 (\*)

<b>Riverwood Community Centre</b>	
151 Belmore Road North, Riverwood NSW 2210	
<b>Venue and Time</b>	<b>Fee per Hour (\$)</b>
<b>Hall</b>	
Weekday Fee: 9am - 5pm	20.00
Weekday Fee: from 5pm	35.00
Weekend Fee	75.00
Weekend 8 Hour Block	500.00
Kitchen Charge (with hire of Hall – one off charge of \$60.00 for event)	60.00
Bond	500
<b>Meeting Rooms</b>	
Weekday Fee 9am - 5pm	20.00
Weekday Fee from 5pm	35.00
Weekend Fee	55.00
<b>Punchbowl Community Centre</b>	
44 Rossmore Avenue, Punchbowl NSW 2196	
<b>Hall</b>	
Weekday Fee	55.00
Weekend Fee	75.00
Weekend 8 Hour Block	500.00
Kitchen Charge (with hire of Hall – one off charge of \$60.00 for event)	60.00
Bond	500.00
<b>Meeting Rooms</b>	
Weekday Fee	38.50
Weekend Fee	55.00
Weekend hire of Meeting Rooms with Hall (flat charge)	250.00
<b>Thurlow Community Hub</b>	
31 Thurlow Street, Riverwood NSW 2210	
<b>Meeting Room</b>	
Weekday Fee	38.50
Weekend Fee	55.00
<b>Other Fees</b>	
<b>Public Holidays</b>	Closed between Christmas and New Year Closed other Holidays except by agreement
<b>Late Night Hiring</b>	Hiring after 11.00pm may attract additional fee
<b>Cancellation Fee</b>	15% of fee if cancelled with 10 days of event

(\*) All Fees include GST

## 2. GENERAL CONDITIONS

**We aim to provide clean, quality, affordable facilities for community use. We appreciate your assistance in observing the following conditions to keep them in good condition. 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 to book the facility and sign the Application Form.
- Provide photo identification at the time of hire.
- State precisely the type of activity to take place in the facility.
- Note that no booking is confirmed until full payment is made and confirmation letter received.
- Only be in the facility for the booking period. Any additional time will be charged to the hirer.
- Not, under any circumstances, enter any areas other than the hall or meeting room hired.
- Ensure adherence to smoke free zones – smoking is not permitted in the facility.
- Ensure that no pets or animals are on the premises.
- Take care in decorating the venue. The Hirer is permitted to decorate tables with flowers, streamers and balloons, provided the tables are fully covered by tablecloths before decorating.
- Provide suitable table coverings for suppers, refreshments, etc.
- Ensure that no nails screws, fittings of any kind are 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 bond.
- Not hang streamers or balloons 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.
- Under no circumstances, except in the case of fire, use the fire safety equipment.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.
- Report any accident or near accidents to the Caretaker immediately or Riverwood Community Centre as soon as possible.
- Ensure all appliances, fans and lights are turned off when leaving 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.
- Ensure that the fire doors and emergency exits are not obstructed, the placing of furniture, boxes or any other items within the areas of the emergency exits is prohibited.
- Not sublet the facility.
- Notify Police immediately if there is any threat of trouble.

## 3. CLEANING

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

- Clean and sweep floors, including kitchen and toilets. Spills are to be cleaned immediately.
- Wipe down all benches, tables, chairs and fridge/s at the completion of the function
- 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 garbage bags, 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 (including in the refrigerator).

## 4. 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.

## 5. BOND

The bond is held as a deposit against possible damage of the community hall, meeting rooms, or Centre facilities or its furniture and fittings including fire and electrical services. Reasons that all, or part of, the bond may be retained can 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. If the Riverwood Community Centre investigates damage or other concerns arising from your booking, you will be notified accordingly.

## 6. KEYS

No keys are issued to the hirer. The Caretaker will be open and lock up all venues. If the caretaker is not at the venue the Hirer should 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.

## 7. 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.

## 8. 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 Riverwood Community Centre 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 Centre 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 cancellation.
- 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**

Name:			
Signature:		Date:	

### Revision Table

Version No.	Reason for /description of changes	Date
V1.0	Original	2010
V2.0	Review	2017
V3.0	Rebrand	25/11/2017
V4.0	New template	26/11/2017
V5.0	Review and Update	6/6/2018