

APPLICANT'S DETAILS		
Organisation		
Postal Address	Suburb: Postcode:	
Primary Contact Details	Mr. Mrs. Miss. Ms. First Name: (Please indicate with a tick ✓) Surname:	
Email (required)		
Mobile (required)	Other Phone (business hrs/ home)	
Secondary Contact Details	Mr. Mrs. Miss. Ms. First Name: (Please indicate with a tick ✓) Surname:	
Email (required)		
Mobile (required)	Other Phone (business hrs/ home)	
HIRE DETAILS		
Time of Arrival	Time of Departure	
Please Note:	<ul style="list-style-type: none"> • Setup time and cleaning time is part of your hire and must be included in your hire time. • Hall hire charges are by the HOUR only. 	
Actual Function Start Time	Actual Function Finish Time	
Number of participants (required) [i.e. total number of people using the hall]		
Type of function	Meeting	School/ College use
	Senior Citizens Club	Group Fitness/ Dance Classes
	Playgroup	Choir / Bands
	Political – Specify	Religious Worship – Specify
	Other Please Specify _____	
Cost of participation (if applicable)	\$	
Brief description of the activity and what it involves. E.g. Dance- Tap Dancing class for children aged 8-15 years.		
First Date of hire	Last Date of hire	
Frequency of hire: (e.g. every Monday or every second Monday or third Monday of the month)		
Hirers need to cross requested dates of hire on the booking calendar attached.		

COMMUNITY HALL / CENTRE (max capacity)

Ashbury Senior Citizens Centre	130 people	Georges Hall Community Centre	130 people
Ashbury Green Room	30 people	Georges Hall Community Centre Meeting room	30 people
Bankstown Senior Citizens' Centre	120 people	Greenacre Citizens' Centre	150 people
Bankstown Women's Health Centre - Meeting room/s	40 people	Lakemba Senior Citizens Centre	130 People
Belmore Senior Citizens Centre	130 people	Lakemba Senior Citizens Centre – Meeting Room	20 people
Belmore Youth Resource Centre	60 people	Lakemba ECRC Room	20 people
Bill Lovelee Youth Centre – Chester Hill	150 people	Milperra Community Hall	100 people
Carrington Centre Meeting Room	30 people	Padstow Progress Hall Wal Browning meeting room	20 people
Chester Hill Community Centre Blue Hall	100 people	Panania Senior Citizens' Centre	70 people
Chester Hill Community Centre Red Hall	60 people	Padstow Senior Citizens' Centre	70 people
Chester Hill Community Centre Senior's Meeting Room	20 people	Revesby Community Hall	120 people
Chester Hill Community Centre Yellow Hall	40 people	Sefton Community Centre GE Snow Hall	60 people
Condell Park Community Hall	25 people	Sefton Community Centre Small Hall	20 people
Earlwood Senior Citizens Centre	100 people	Yagoona Community Centre	100 people
Endeavour Hall - Revesby	100 people	Yagoona Community Centre Meeting Room 1	30 people
East Hill Park Hall	20 people	Yagoona Community Centre Meeting Room 2	30 people

2019 BOOKING CALENDAR

Please note the public holidays and school holidays have been highlighted for your convenience and should only be marked if required.

- School holidays are underlined and **shaded green**.
- Public Holidays are **highlighted**.
- Weekend starts at 4:00pm on Friday afternoon and ends at 8:00am on Monday morning.
- If you do hire a hall on a **Public Holiday** the weekend hall hire rate will apply, regardless of what day the public holiday falls on.
- **NO BOOKING IS CONFIRMED UNTIL A CONFIRMATION LETTER IS RECEIVED.**

January 2019						
Mo	Tu	We	Th	Fr	Sa	Su
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7
<u>29</u>	30	31				

Please cross (X) selected hire dates. Please ensure you only cross school holidays or public holiday dates if required.

2019 BOOKING CALENDAR

January 2019							February 2019							March 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5						1	2						1	2
6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	<u>28</u>	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
April 2019							May 2019							June 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20	12	13	14	15	16	17	18	9	<u>10</u>	11	12	13	14	15
21	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
July 2019							August 2019							September 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	<u>30</u>					
October 2019							November 2019							December 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5						1	2	1	2	3	4	5	6	7
6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28
27	28	29	30	31			24	25	26	27	28	29	30	29	<u>30</u>	<u>31</u>				

ALTERATION TO HIRE

You may make up to two (2) alterations to days / times requested for regular hire renewals up to the end of February of each relevant calendar year or for the first two months of a new hire (outside the renewal period).

Any additional requests will attract the administration fee of \$26.00 per form.

ADDITIONAL REQUIREMENTS

All regular (community or private) hirers **must provide a letter explaining how your function/event will benefit the community of Canterbury Bankstown and whether it is open to the local community.** The letter should also include an **explanation of the type of activity that will be conducted in the hall.**

INSURANCE

Please attach a copy of your Certificate of Currency

Regular Hirer's must provide Canterbury - Bankstown Council with a **minimum of \$20,000,000 Public Liability Insurance cover. This policy MUST name Canterbury - Bankstown Council as an interested party. The correct date must be visible.** Tax invoices or summary sheets WILL NOT be accepted.

KEYS

Please indicate how many hall keys are held by you or your organisation.

Number of Keys _____

Please provide key identification details as set out below.

Numbers are located on the top right corner of the key.

SERIES	(e.g.) JM222	ID	(e.g.) B15.5	CUT #	(e.g.) 2
SERIES		ID		CUT #	
SERIES		ID		CUT #	

COMMUNITY RATE

Community groups seeking the community rate are to provide documentation that proves your organisation's not-for-profit status.

Please provide **one** of the documents below:

- Copy of your group's Certificate of Incorporation (from the Department of Fair Trading)
or
- An Authority to Fundraise (from the Department of Gaming and Racing)
or
- Income Tax Exempt Charity Statement (from Australian Taxation Office)

FEE PAYABLE

How would you like to pay for your hire?

Bi-annual payments

Quarterly payments

- For bi-annual payments Council will send you a tax invoice for 6 months in advance and payments must be paid at the start of January and July.
- For quarterly payments Council will send you a tax invoice 3 months in advance and payments must be paid at the start of each quarter.
- Hall hire charges are **by the HOUR only**.

BOND

Please be reminded that bonds stay with Council for the duration of the hire agreement. Please identify to whom the refund of any fees and/or bonds should be made out to:

Name/ Organisation (If applicable)

Postal Address

Postcode

If you would like to receive your refund as a direct deposit into your bank account, please provide details below. Please note banking details must match the hirer's name and receipt of the bond.

Branch

BSB No

Account No

Bank Account Name

Bank:

Otherwise the refund of any fees and/or bonds will be refunded via cheque.

AGREEMENT

The Organisation/Group/Individual agrees with Canterbury Bankstown Council to use the hall and the key to that hall on the following terms:

- To abide by the Terms and Conditions applying to the use of the Community Hall
- **To use the hall only for agreed time and purpose specified on application.**
- To ensure the maintenance of good order at the hall during its use and to leave the hall on each occasion of use in a clean and tidy state.
- **To lock all windows and doors** and disarm and arm the hall security system as required on entry and exit.
- To **report** any damage or break-in to Council immediately once you become aware.
- **To accept** that no storage is available.
- If an insurance claim is made the hirer may be responsible for the excess fee.

Please note that copies of the key can only be made by Council and Council has the right to refuse a booking without the necessity to give reason.

I the hirer have read, understood, and agree to abide by the Canterbury Bankstown Council Terms and Conditions for the hire of Council's Community Halls, Centres and Meeting Rooms. 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:

TERMS & CONDITIONS FOR THE HIRE OF COUNCIL'S COMMUNITY HALLS, CENTRES & MEETING ROOMS

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 to book the facility and sign the Application Form.
- 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.
- Under no circumstances enter any areas other than the section hired. Unless stated, surrounding public areas and parks are not included in the hire agreement.
- Only be in the facility the times your application states. Entering early or exiting late will be charged to the hirer at double the hourly hire rate.
- Supply public liability insurance and security guard confirmation where required. Notify police immediately if there is any threat of trouble.
- Report any accidents or near accidents to Council staff upon return of your key or as soon as possible.
- Ensure the hall is clean, all windows and doors are locked upon leaving the hall. Where required, ensure the alarm is activated upon leaving the hall.
- Ensure all Council buildings and surrounding areas are smoke free zones.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.
- Ensure all appliances, air conditioning, lights and fans are turned off when leaving the premises.
- No pets or animals are permitted in the premises.
- Council facilities are not available for overnight hire. Sleeping or staying overnight on the premises is not permitted.
- All cancellations must be made in writing. Cancellation fees apply to hall bookings that are cancelled within 10 days of the function. Full hire fees will be forfeited if a cancellation occurs within 48 hours of the function or within 48 hours before the COB on Friday for weekend functions. The bond will be refunded.
- Bookings must be made two working days prior to the proposed date otherwise a late booking fee will be charged.
- Helium balloons are not permitted inside the facility.
- Streamers and balloons must not be hung from the ceiling fans. Smoke machines are not permitted. Throwing of confetti, glitter, sprays, poppers or rice is not permitted. A charge will be deducted from the hirers bond, or added to their invoice, if balloons are required to be removed from the facility. Weekend rates commence at 4pm on Fridays and end 10pm Sunday nights. Public Holidays will be charged at weekend rates.
- Be aware a minimum 2 hour venue hire charge applies to all groups over 50 people or at Council's discretion.
- Seek permission for additional furniture and equipment to be brought into the halls. All requests must be put in writing to Council staff and may not be able to be accommodated.

CLEANING

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

- Clean, sweep and mop floors, including the kitchen and toilets. Spills are to be mopped with warm water only. Ensure that no food or drink is left in the premises (especially in the refrigerator).
- Wipe down all benches, tables, chairs and fridge/s.
- Dispose of rubbish correctly into outside bins before leaving. 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 the car park is free of litter.
- Supply own garbage bags, cutlery, crockery and cleaning materials. Dispose of excess waste appropriately.
- Report if the facility was not found in a clean and tidy state.

NOISE & SURROUNDING RESIDENTS

Council facilities 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.
- All music and noise levels must be kept at an acceptable level. Music must cease by 10.00pm Sunday-Thursday and 12.00am on Friday & Saturday.

BOND

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 overtime, 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 returned approximately three (3) weeks after the function. Should Council be investigating concerns arising from your booking, you will be notified accordingly.

KEYS

Keys are to be collected by the hirer the working day before the function, from Council's Customer Service Centre at the Bankstown Office, upper ground floor, Civic Tower, 66 Rickard Road, Bankstown. If the key is not collected, access may not be possible, or the hirer will be charged all resulting fees including an after-hours callout fee. It is illegal to make a duplicate copy of the key issued or change existing locks in any of the facilities. Keys must be returned no later than four business days from the date of hire. Any keys returned outside this time will incur a late return fee.

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 Council's insurance policy.

FEES

Regular Hire - Hire is paid in advance on a quarterly basis, unless otherwise agreed with Council. Failure to pay accounts on time will result in hire being terminated. Regular Hirers are to comply with Public Liability insurance requirements as noted on the application form.

Casual Hire - Full hire fee and bond must be paid before any booking is accepted.

SPECIAL TERMS

- Council 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 Council facilities.
- If alcohol is sold at the venue, a Liquor Licence must be obtained from the Police, with a copy supplied to Council.
- Non activation of alarms will incur a fine.
- Fire crackers and naked flames are not permitted inside or outside the community halls.
- A jumping castle is permitted outside in designated areas at certain venues provided a public liability policy to the limit of \$20 Million with Canterbury Bankstown Council listed as an interested party is provided to Council. No pony rides or animal farms are permitted at any of the Community Halls.
- The selling of goods is not permitted at Council's halls, centres and meeting rooms.
- Council halls are not equipped with emergency first aid kits. It is the responsibility of the hirer to have first aid supplies available at all times.
- Council approval must be sought to: - advertise or promote community material, charge an entry fee
- Sub leasing the facility or transferring your permit is not permissible.
- Council reserves the right to refuse any booking and to cancel a booking already made for whatever reason. With such cancellations, Council will refund the hirer any monies paid to Council. The Council will not be liable for any loss, injury or damage or otherwise of the exercise of any right stated under this agreement, including the right of cancellation.
- Hirers are required to bring their confirmation letter to their function.
- Council halls, centres and meeting rooms 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.
- Please refer to Council's fees and charges document for any additional fee information.

NO BOOKING IS CONFIRMED UNTIL A CONFIRMATION LETTER IS RECEIVED

CHECKLIST

Please use this checklist to assist you with the completion of this hire form.

Provided all necessary details:

	Contact details of two people (Name, Address, Telephone Numbers, Email, Community Group/Organisation Details)
	Hire details (Proposed Hall/Centre, Type of function, Dates for hire, Frequency of hire)
	Booking Calendar (Crossed dates required for hire)
	Explanation letter of benefit to Canterbury Bankstown Community and written description for function/activity (Additional requirements)
	Read and agreed to the Terms and Conditions of Hire
	Signed the hire form
	Attached a copy of your Organisation's Public Liability Insurance
AND for Community Groups:	Attached a copy of your Organisation's certificate of Incorporation OR Organisation's Income Tax Exemption OR Charity Statement

Returning the application form:

By post: PO Box 77 CAMPSIE, NSW 2194

By Fax: 9707 9957

By email: hallbookings@cbc.city.nsw.gov.au

In person:

Campsie Customer Service Centre
137 Beamish Street, Campsie

or

Bankstown Customer Service Centre
Upper Ground Floor, Civic Tower, 66-72 Rickard Rd, Bankstown

PRIVACY NOTICE

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA. Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.