

APPLICATION FORM AND CONDITIONS



HIRE OF COMMUNITY FACILITIES

Coal Loader Centre for Sustainability, Waverton

- Mess Hall
- Caretakers Cottage
 - Main Meeting Room

North Sydney Council is responsible for the hiring of its community facilities to external users in the North Sydney local government area. This form includes six sections:

1. Applicant's details
2. Indemnity / privacy and personal information
3. Insurance / service provider details
4. Risk assessment / forms
5. Conditions of hire
6. Floor Plans / Map

General information on the hire of Council resources is also available through our website at www.northsydney.nsw.gov.au.

All sections of this application form must be completed in full before your application can be processed. For all enquiries regarding hire applications please contact the Booking Officer on (02) 9936 8200. Payment for hire of Council-owned facilities may be made by cash, cheque or credit card (Mastercard, Visa, American Express and Diners) at Council's Customer Service Centre, 200 Miller Street, North Sydney. Alternatively, cheque or credit card payments may be mailed to the Customer Service Centre, North Sydney Council, PO Box 12, North Sydney NSW 2059. Please do not mail cash. Applications that are paid by credit card can also be faxed to 9936 8474 or emailed to bookings@northsydney.nsw.gov.au.

FEES FOR 2011/2012

CODE 263

Mess Building	<input type="checkbox"/>	Yes
Caretakers Cottage Main Meeting Room	<input type="checkbox"/>	Yes

Sun-Thu	8.30am to 4pm	\$ 62 ph
Sun-Thu	4pm to 10pm	\$ 75 ph
Fri-Sat	8.30am to 4pm	\$ 87 ph
Fri-Sat	4pm to midnight	\$108 ph

Garbage Bin hire (incl. recycling bin)	\$52 each
Bond	Up to \$600
Casual Insurance (Public Liability)	\$32
Deposit	\$100
Late Fee (if applicable)	\$25
Cancellation Fee	\$100
Amendment Fee	\$25

Please Note: The above fees are applicable until 30/6/2012 (GST Inclusive)

Deposit/Cancellation/Amendment fees are non-refundable

Application Forms and Conditions of Hire

NOTE: The Coal Loader Centre for Sustainability is a community resource dedicated to facilitating education, engagement and capacity building in all facets of environmental sustainability. Bookings by external parties for activities that are consistent with this purpose as well as the Vision and Objectives below are welcomed and encouraged. Please note that limited opportunities exist for activities that are not directly related to the Centre for Sustainability's primary function (i.e. weddings, parties etc) and will be considered on a case by case basis.

The vision for the Centre is *to operate a high quality facility that will educate and inspire the wider community to put sustainable living ideas into practice.*

The objectives of the Centre are to:

- Operate an innovative, high quality learning facility that meets the needs of the community.
- Showcase sustainable design/principles that are realistic and transferable to residential stock.
- Bring together best available knowledge and expertise to build community awareness and understanding of sustainable living.
- Support and lead the way towards a more sustainable future.
- Facilitate community collaboration, leadership and participation.

N.B. Maximum 6 bookings per year

Application Forms and Conditions of Hire

SECTION 1 - APPLICANT'S DETAILS

I, *(name)*

wish to hire the following North Sydney Council facility.

AREA YOU WISH TO HIRE

(Tick room required)

Mess Hall

Note: The Mess Hall is not available Monday evenings from 5pm or on Saturdays up to 5pm.

Caretakers Cottage Main Meeting Room

Note: External booking enquiries for the Caretakers Cottage that relate to non-core-use activities will be considered on a case-by-case basis and are only available outside Centre opening hours (Mon-Fri 9am-4pm and Sat 10am-4pm).

APPLICANT'S DETAILS

Company name:

Contact:

Address:

Phone No. (during b/hours):

Fax No.

Mobile No:

Email:

HIRE DETAILS

Hire date required:

No. of expected guests:

Entry time:

Exit time:

Purpose of hire:

Type of entertainment (if applicable):

No. of Service Providers:

GARBAGE BIN HIRE

Note: Bins are required for all catered events. Estimate one bin per 30 guests

Number of bins required: General Garbage Bin (fee payable) _____

Mixed Recycling Bin (included with above) _____

Where would you like the bins to be delivered?

I have read and understood the application and conditions of hire and agree to comply.

Signature:

Dated:

Application Forms and Conditions of Hire

QUESTIONNAIRE

If you answer 'Yes' to any of the following, please provide details.

1. What is the purpose of hiring the facility? If booking the Caretakers Cottage Main Meeting Room, please describe how the use is consistent with the Centre for Sustainability's Vision and Objectives (see front page).

2. Will there be entertainment Yes No

3. Will there be catering Yes No

4. Is the event open to the public Yes No

5. Will there be any form of payment, entry fee or a condition of entry Yes No

6. Will there be the option of a voluntary donation upon entry Yes No

7. Will the event be advertised Yes No

8. Will any goods be bought or sold in the facility Yes No

9. Will there be fundraising Yes No

10. Will alcohol be served Yes No

11. Will prizes be awarded Yes No

12. Will there be any music (Moby Disc/DJ strictly prohibited) Yes No

13. Will there be equipment Yes No

Signature: _____ Dated: _____

Application Forms and Conditions of Hire

SECTION 2 - INDEMNITY

This indemnity form must be completed and signed before the booking confirmation can be issued.

Name of applicant: _____

(referred to hereafter as the Hirer) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this hire but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed: _____

Dated: _____

PRIVACY AND PERSONAL INFORMATION

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009*.

I have read and understand the Privacy Statement

Signed: _____

Dated: _____

Application Forms and Conditions of Hire

SECTION 3 - INSURANCE DETAILS

Hire of Council-owned facilities cannot be confirmed unless you have public liability insurance for the venue you wish to use. This insurance must include North Sydney Council as an interested party and a cross liability clause. For bookings made on behalf of companies or organisations, details of your public liability insurance must be completed below and a Certificate of Currency provided to Council by your insurance company prior to your booking being confirmed. In the case of individuals, you may need to pay a public liability fee to the Council prior to the booking being confirmed.

INSURANCE INFORMATION

I hereby declare that *(name of company/organisation/person)*

is the hirer of *(name of venue)*

during the period from _____ to _____ on *(date)*

is insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$10 million.

Name of Insurance Company:

Public Liability Policy No.

Period of Insurance from: _____ to: _____

Limit of Indemnity: \$

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

Signed:

Dated:

(on behalf of)

N.B. A copy of your Certificate of Currency must be included when lodging your application.

Application Forms and Conditions of Hire

Service Provider's Indemnity and Certificate of Currency Details

This form needs to be completed by each service provider you have engaged in conjunction with your booking. This may include but is not limited to celebrants, musicians, caterers, photographers and amusement device operators, etc.

N.B. A separate form is required for each service provider. If there are several providers in the one group and they are not covered by a group policy, then each member will need to complete a separate form.

Name of Hirer:

Venue Booked:

Date of Event:

Nature of Service to be Provided:

I/We,

the service provider hold North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the service provided and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed:

Date:

Email:

Mobile:

Certificate of Currency Details:

Insurance Details

Please complete this form, giving details of your public liability insurance. Please note that you are required to arrange for North Sydney Council to be named on your insurance policy as a joint insured for the respective rights and interests of yourself and Council.

Insurance Information

I hereby declare that I (*name of applicant*)

as permit holder and North Sydney Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$10 million.

Name of Insurance Company:

Public Liability Policy No:

Period of Insurance from:

to:

Period of Indemnity: \$

Location: Anywhere in the North Sydney Council area

Cover: The Insured's legal liability to the public in respect of personal injury and property damage

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

This insurance includes the cross liability clause:

Signed:

Date:

N.B. A copy of your Certificate of Currency **must** be provided to Council before a permit is issued.

SECTION 4 – RISK ASSESSMENT/FORMS

FACILITY RISK ASSESSMENT

TO BE CARRIED OUT BY HIRER BEFORE USING MESS HALL / CARETAKERS COTTAGE

If any “No” box is ticked then the situation must be safely altered so that the hirer is able to tick the “Yes” box. If the hirer is unable to safely alter the situation then it must be reported to Council. Council will then rectify the situation before the hirer is able to use the space.

Are the exit doorways clear of obstructions? Yes No

Are all floors, both interior and exterior, free from trip hazards? Yes No

Are the Emergency Evacuation Procedures displayed and easily seen in the Mess Hall / Caretakers Cottage? Yes No

Are all leads for electrical equipment in the venue in good condition and displaying a current safety tag? Yes No

Is the hirer aware that they must keep a charged, credited phone on their person while using the venue? Yes No

Is the hirer aware that the Caretakers Cottage balcony is rated to 100 persons max? Yes No

N.B.

Dancing and other vigorous physical activities are not permitted on the balcony. Noted

Hirer name (*printed*) _____

Date _____

Hirer Signature _____

Hirers must advise Council of any safety concerns as soon as they are identified. Call 9936 8100 to report a facility safety concern.

APPLICATION FORM



LITTER BIN HIRE

Code 249

CONTACT

Name: _____

Company: _____

Address: _____

Telephone (during b/hours): _____

Mobile: _____

Email: _____

LOCATION

FUNCTION DETAILS

Number of Bins required: _____

Date of Function: _____

PRIVACY STATEMENT

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I have read and understand the Privacy Statement

Signed:

Date:

FOR COUNCIL USE

Processed by: _____

Date Ordered: _____

Cost per Bin: \$ _____

No. of Garbage Bins required: _____

Amount Paid: \$ _____

No. of Recycling Bins required: _____

Receipt No: _____

Date: _____



REQUEST FOR REFUND OF BOND

The General Manager
North Sydney Council
PO Box 12
NORTH SYDNEY NSW 2059

Attention: Customer Service - Bookings

Dear Sir,

RE: REFUND OF BOND

I write to you to request the release of the bond in the amount of \$ _____.

The booking details are as follows:

APPLICANT DETAILS

Company Name:	Contact:
Street Address:	
Suburb:	Postcode:
Telephone No:	Fax No:
Mobile No:	Email:

BOOKING DETAILS

Community Centre:	Room:
Date:	Time:

BOND DETAILS

Bond Reference No:	Bond Amount:
Receipt No:	Date:

Method of Payment

Please tick one: cash cheque credit card

Signed: _____ Date: _____

NB: If the bond was paid by cheque or credit card, the refund will be addressed to the person(s) whose name appears on the credit card and/or cheque account.



CREDIT CARD DEDUCTION AUTHORITY RESOURCE AND FACILITY HIRE

APPLICANT I/We, _____

AUTHORISATION Company Name: _____

Address: _____

Mobile Number: _____ Telephone: _____

1. authorise North Sydney Council to arrange for funds to be debited from my/our account at the financial institution identified. This authorisation is to remain in force until further notice is received in writing.

2. understand and acknowledge that:

- it is the responsibility of the customer to ensure that **CLEAR** funds are available in the account on any due date.
- **any debit which is dishonoured will be reversed from the account and a dishonour fee will be charged to the account.**

NOTE: The bond refund will be returned to the cardholder unless advised (in writing) to do otherwise.

Signature: _____ Date: _____

COUNCIL USE

RESOURCE HIRED:			EVENT DATE:		
Code:	Item: Deposit	\$	Code: 55	Item: Advertising Leaflet	\$
Code:	Item: Balance	\$	Code: 260	Item: Key(s)	\$
Code:	Item: Hourly Fee	\$	Code: 168	Item: Traffic/Parking Permits	\$
Code: 253	Item: Insurance	\$	Code: 274	Item: Lodgement/Assessment	\$
Code: 249	Item: Litter Bin(s)	\$	Other:	Item:	\$
Code: 102	Item: Advertising Leaflet Bond	\$	Other:	Item:	\$
Code: 103	Item: Community Centre Bond	\$			
			Total:		\$
Date:	Receipt No.	Amount Paid: \$			
Correspondence No.	Booking No.	Film No.			

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I have read and understand the Privacy Statement

Signed: Date:

Credit Card Service Fee

Council charges a 1% service fee, inclusive of GST, on credit card transactions. This fee offsets the cost of accepting credit card payments. The service fee applies to all over-the-counter transactions, all online transactions, Council car park fees and credit card deduction authorities. Please note that, at this stage, credit card payments through BPay are not an option.

ACCOUNT DETAILS

All details must be supplied

MASTERCARD
 VISACARD
 AMEX
 DINERS

Card Number: _____ / _____ / _____
 Expiry Date: _____
 Amount \$ _____

Cardholder's Name: _____
 Cardholder's Signature: _____

Application Forms and Conditions of Hire

SECTION 5 - CONDITIONS OF HIRE

1 ACTS AND REGULATIONS

The hirer shall comply with the relevant provisions of the Local Government Act, 1993, as amended and any other Acts or regulations, which may govern use of the Centre.

2 ACCESS TO THE VENUE

A key safe is installed next to the entry doorway of both the Caretakers Cottage and Mess Hall. This key operates the front door locks only and is attached to the key safe to prevent accidental loss. A single-use pin code will be issued to hirers enabling access to the key safe. All other doors within each venue have internally opening locks.

Please ensure that the correct entry and exit times are stated on the form and allow sufficient time for setting up prior to your event and cleaning afterwards. The building's energy management system monitors energy consumption constantly and provides Council with an accurate record of occupancy. Use of the venue outside the approved booking times will incur additional fees. Council Rangers will attend the site shortly after the nominated exit time to ensure the facility is secure.

If hirers encounter problems with the key safe system, Council Rangers can be contacted on 9936 8100 for assistance with opening and closing the venue in accordance with the information supplied in your application form.

3 ALCOHOL

Alcohol may be consumed at the venue but not sold. No alcohol is to be consumed at all outside the venue.

The sale, supply and/or consumption of alcohol in Council's facilities to/by minors is prohibited and will result in police action.

4 AMENDMENT FEE

Bookings that are amended after they have been approved in writing will incur an "amendment" fee.

Amount Payable: \$25 (per amendment).

5 BONDS

All function bookings require payment of a bond. The bond must be paid no later than 7 working days prior to the hiring date. The bond will be returned to you in full providing that all conditions of hire are met. Any costs incurred by Council for repairs, replacement of fixtures or fittings, or cleaning which are attributable to the hiring of a Council facility will be deducted from the bond.

The bond will be forfeited in full if the building is sub-let. A 'Refund of Bond' form is available from the Customer Service Centre. Your bond application will be processed when it has been confirmed all conditions have been adhered to.

The hirer is responsible for the conduct of those attending functions.

Hirers are to abide by any reasonable direction given by any proper servant of the Council.

No intoxicating liquor is to be sold on the premises.

No cigarette advertising is allowed.

Decorations can only be hung from picture rails. They must not be hung from lights or fans.

Confetti or the like is prohibited.

Ice must be kept in leak-proof containers.

Hirers are to leave the premises as they find them. This includes:

- returning all tables and chairs as found
- wiping down any benches and kitchen equipment
- cleaning the floor.

Application Forms and Conditions of Hire

Any damage to the hall, kitchen or immediate environs will be costed and such cost will be deducted from the bond. Costs in excess of the bond amount will be payable on demand.

Amplified music is prohibited. Music sound levels are to be such as not to cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Noise Control Act 1975.

The Centre is to be vacated during the last hour of the hired period, otherwise a penalty hourly rate of \$100 will apply and such extra charges will be deducted from the bond.

In case of emergency during the period of hire, Council may be contacted and a Ranger will be on site as soon as possible.

6 BOOKING A VENUE

All bookings must be applied for in writing, by completing the application form and paying a minimum \$100 deposit. Booking enquiries may be made during business hours at the Council's Customer Service Centre, 200 Miller Street, North Sydney or by phoning (02) 9936 8200 or (02) 9936 8427. Alternatively, the Council website at www.northsydney.nsw.gov.au has general information on hiring and a downloadable application form.

Your booking will not be determined until the application form and deposit are received. Once approved you will be sent a booking confirmation with a booking reference number within 7 working days.

The balance must be paid one week to (the nearest Friday) before the event. Please use the booking number in all correspondence with Council. Any special conditions will be included in your confirmation letter.

Council reserves the right to refuse any application and to cancel any hiring arrangement with reasonable notice. Where Council cancels a booking for reasons outside the control of the intending hirer, Council will fully refund any money held.

Please note that your booking may be cancelled and your deposit forfeited if the balance is not received in time.

7 CATERING/KITCHEN

The preparation of food and beverages shall be confined to the kitchens. Grease and food scraps are not to be washed down the sink and should be wrapped and placed in the garbage bin.

8 CHILD PROTECTION LAWS

If your activity involves children up to 18 years of age you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

9 CLEANING

All hired venues must be left in a clean and tidy condition at the conclusion of the event. All cleaning equipment is to be supplied by the hirer.

Please note that in the case of damage or a venue left in an untidy condition, the Council reserves the right to either deduct monies from the bond, or invoice the hirer for repair and/or cleaning costs.

10 CONDITIONS OF CENTRE AT COMMENCEMENT OF BOOKING

It is expected that the Centre will be left in the condition suitable for immediate use at all times. When the Caretakers Cottage or Mess Hall are considered unsuitable for use on arrival, the hirer should immediately notify Council (BH 9936 8200 AH 9936 8100). This will indemnify the hirer against any claim by Council for loss of property or damage to the building or grounds.

11 DECLARED STATE OF EMERGENCY

In the event of a declared state of emergency the State Emergency Services (SES) may require the use of the Mess Hall at short notice. In these circumstances the hirer will be required to vacate the building at short notice. Council will refund any monies received.

Application Forms and Conditions of Hire

12 ELECTRICAL

The hirer is responsible for turning on and off any electrical items, except Zip hot water systems and fridges that, on arrival are already on. Any electrical equipment or appliances brought into the Centre by the hirer or their contractor/service agent or guest must be tested and tagged by a licensed electrician or person qualified to tag and test.

13 EXITS, AISLES AND PASSAGEWAYS

All passageways, aisles and exits shall be kept clear and useable to ensure public safety. Covering or putting any item in front of illuminated signs is strictly prohibited.

14 FIRE EXTINGUISHERS AND EQUIPMENT

Under no circumstances shall there be any interference with the fire fighting or other emergency equipment in the Centre except in the case of fire.

15 FOOD AND DRINK

Under no circumstances is food or drink to be left in the fridges after your departure.

16 FURNITURE SET UP BY HIRER

Hirers are responsible for arranging set up/pack up of the furniture required. At the end of the hire period the hirer is to return the furniture to the original position it was found (unless advised by Council otherwise).

The hirer is not to allow furniture or equipment to be removed from the Mess Hall/Caretakers Cottage Main Meeting Room or obtain furniture from other Halls/Rooms in the centre, unless approved by Council.

17 GARBAGE BINS

These are essential for any event where food and drink are served. Each bin caters for up to 30 guests. As North Sydney Council is committed to environmental sustainability, hirers are responsible for minimising waste generation and separating recyclables for disposal in the mixed recycling bins provided free of charge when hiring general garbage bins from Council.

18 HIRING FEES

All venues are subject to hourly hire fees. Refer to the front page of this application form for a full list of all hire and associated fees payable.

Please note that Council's annual fee schedule is set at the beginning of each financial year. Any variation to this schedule may be advertised during the financial year and a revised fee charged. Council's full fee schedule can be viewed at www.northsydney.nsw.gov.au

19 HIRING RESTRICTIONS - INDIVIDUAL VENUES

The Coal Loader Centre for Sustainability has been primarily developed as a community resource for the promotion, education and engagement of people in practicing environmental sustainability. Use of the site and its facilities for activities that are not aligned with this core objective will be assessed on a case-by-case basis. Non-core-use activities may be accommodated at the site providing they do not interfere with the delivery of sustainability education programs or use of the site by sustainability focussed community groups. External bookings of the Caretakers Cottage for purposes other than the above-stated core uses are limited and will only be accepted outside staffed opening hours (see below for more detail).

Caretakers Cottage

During staffed opening hours of the Caretakers Cottage (Mon-Fri 9am-4pm; Sat 10am-4pm) external bookings will be limited to core-use related activities consistent with the Centre's vision and objectives (see front page). Enquiries for external bookings of the Caretakers Cottage will open on the 1st of February for that calendar year. Bookings beyond the current calendar year will not be accepted.

Application Forms and Conditions of Hire

Mess Building

The State Emergency Services (SES) has exclusive use of this facility (the Mess Hall) during the following hours:

- Monday 5:00pm to 11:00pm
- Saturday 8:00am to 5:00pm

Declared Emergencies:

In the event of a declared emergency the SES may require use of this facility at short notice. In these circumstances the hirer will be required to vacate the building at short notice. Council will refund any monies received.

20 HOURS OF USE

Hiring times to include time required for setting up, dismantling, cleaning, etc. The hirer does not have access to the room outside the approved hire period. The buildings energy management system monitors energy consumption constantly and provides Council with an accurate record of occupancy duration. Use of the venue outside the approved booking times will incur additional fees.

21 INDEMNITY

It is a requirement of the application that the attached form indemnity be completed.

Hirers are to observe the provisions of the Entertainment Tax (Management) Act or any other Act relating to Entertainment Tax, to indemnify Council and free it of any obligation in respect of these Acts.

Hirers are to observe the provisions of the Copyright Act to indemnify Council and free it of any obligation in respect to this Act.

22 LATE FEE

In addition to the daily fees, you may also need to pay a 'Late' fee. Late fees are payable if the booking is received within seven days of the event date.

23 MINIMUM AGE FOR HIRING A FACILITY

The hirer must be 18 years or older, and will be responsible for the cost of repair of any damage or breakage during the term of the hire to any part of the premises, fittings or furniture, appliances or apparatus.

The hirer must remain in attendance during the hire period and is responsible for the centre security, safety of guests and supervising all activities during the hire period.

24 NOISE

All venues have restrictions on noise (see hiring restrictions - individual venues.). Please be considerate towards local residents and leave the building as quietly as possible. Amplified music is prohibited.

25 PUBLIC LIABILITY INSURANCE

All events held in Council facilities must have public liability insurance cover in the joint names of North Sydney Council and the hirer and have a cross liability clause. If your booking is on behalf of a company or organisation, you will need to provide evidence of insurance cover. You should include a copy of your Certificate of Currency with your application form as evidence.

If your booking is on behalf on an individual, you will need to pay an additional Public Liability Insurance fee to Council. Council has this form of insurance in place for the majority of casual hirers. A casual hirer is defined as a "hirer of Council facilities of no more than a total of 12 days over any 12 month period. Please note the hirer will have to pay an excess of \$2,000 on any claim. Inappropriate behaviour of the hirer may void the insurance. This cover does not apply to incorporated bodies, clubs, associations nor commercial use of any kind.

Application Forms and Conditions of Hire

The Certificate of Currency must include:

- Insurer
- Name of the Insured
- Policy Number
- Expiry Date
- Sum Insured in \$AUD (legal liability to the public in respect of personal injury and property damage)
- Situation (area of cover)
- North Sydney Council noted as an 'Interested Party'.

26 PUBLIC SAFETY

The hirer is responsible for the conduct of their guests during the hire period. The Council is not responsible for any loss or damage to property belonging to guests within the venue during the hire period. The Council also reserves the right to have any person(s) removed from the venue if it appears likely that the person(s) will cause damage and/or injury to other persons or property. No items should obstruct fire exits or stairways during the hire period. No fireworks are permitted at any venue. The timber balcony attached to the Caretakers Cottage has a maximum carrying capacity of 100 people standing.

27 SMOKING/BARBECUES/NAKED FLAMES

All Council venues are smoke-free and no smoking is permitted inside the building. Smoking is permitted outside the venue, but the hirer is responsible for ensuring all cigarette butts are collected and removed.

Under no circumstances shall there be any burners such as barbecues or spit roasts, fireworks or other inflammable materials, fog or smoke making devices allowed in any Hall/Room unless approved by Council.

The hirer is responsible for ensuring that no smoking is permitted in any Council facility.

Spits and barbecues are permitted for use, outside the facility only.

Candles are permitted only when concealed within a glass receptacle.

Candles on birthday cakes are permitted under direct supervision of the licensee.

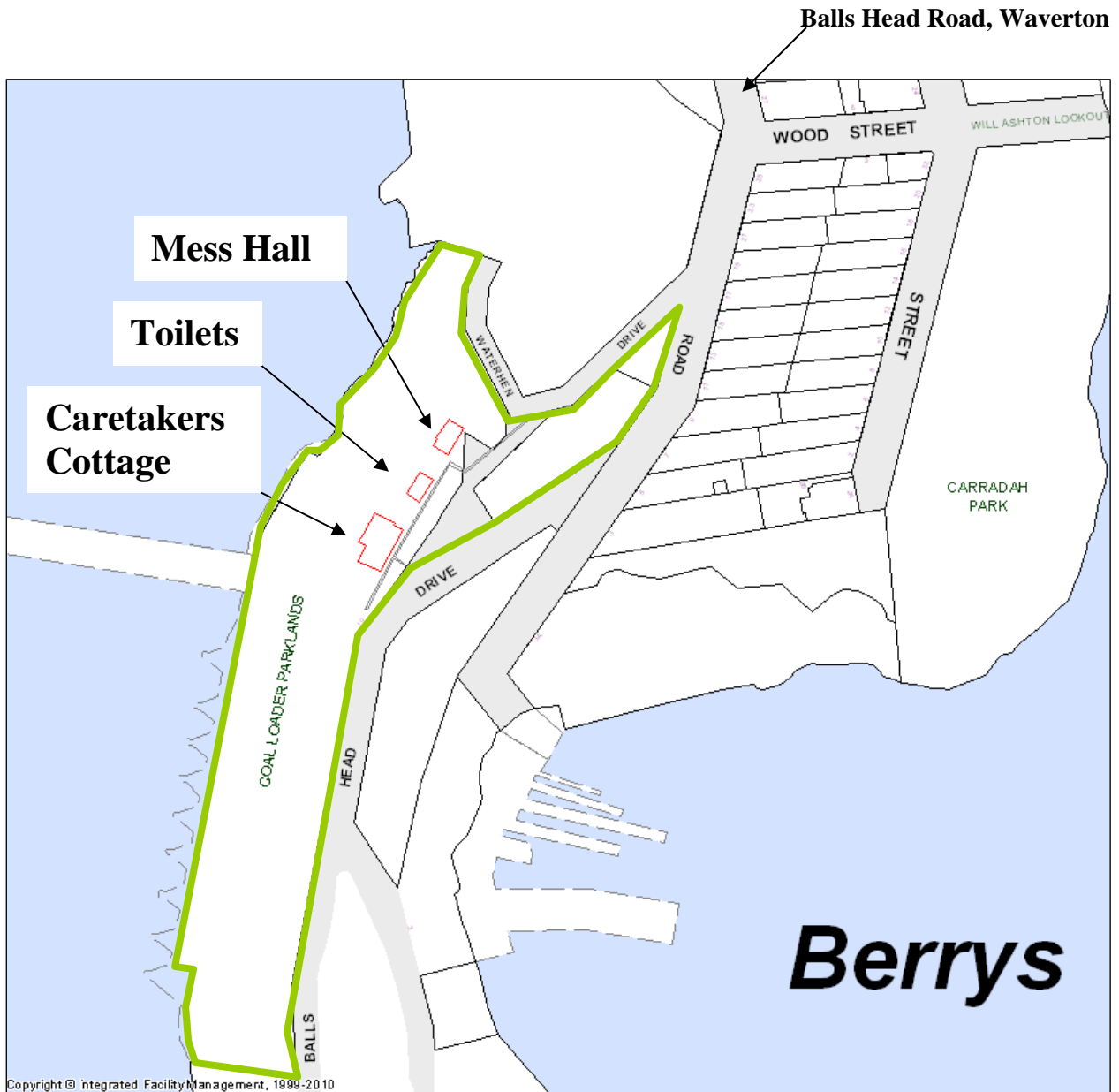
Sparklers and/or naked flames are not permitted with the facility.

Hirers will be responsible for all costs incurred if the smoke alarm/firm alarm is activated falsely due to negligence of misdemeanor by the hirer or persons under their control.

THE COAL LOADER CENTRE FOR SUSTAINABILITY

Learn from the Past: Embrace the Future

LOCALITY MAP



Approx. Scale 1:2,500

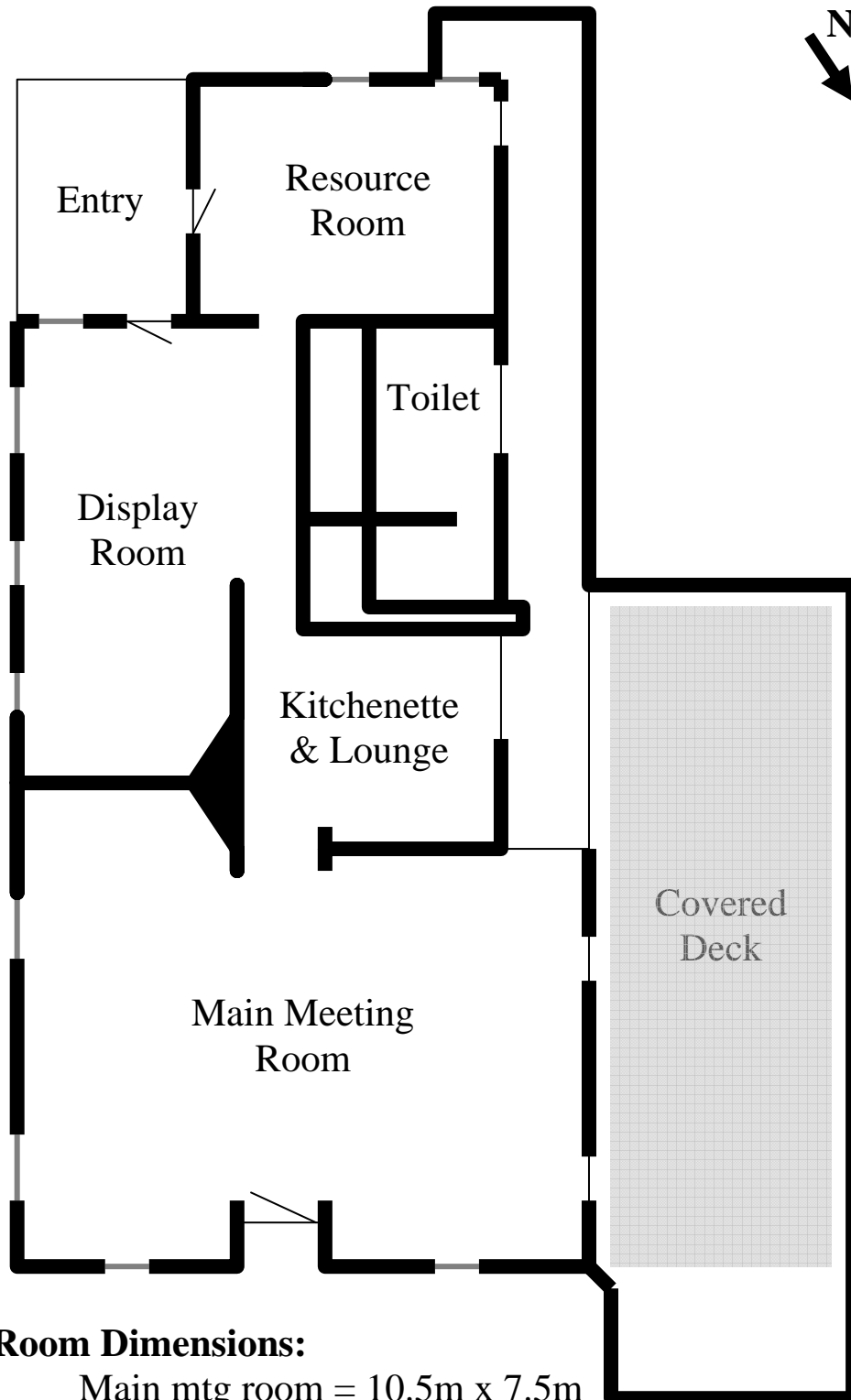


The **Coal Loader Centre for Sustainability** is located near the end of Balls Head Drive in Waverton (2060) on the right-hand-side, just before entering Balls Head Reserve.

The **Centre** is an easy 10 minute walk from Waverton train station, heading south along Bay Road.

Drop-off points are situated on Waterhen Drive and Balls Head Drive. Limited on-street parking is also available on Balls Head Drive and Balls Head Road.

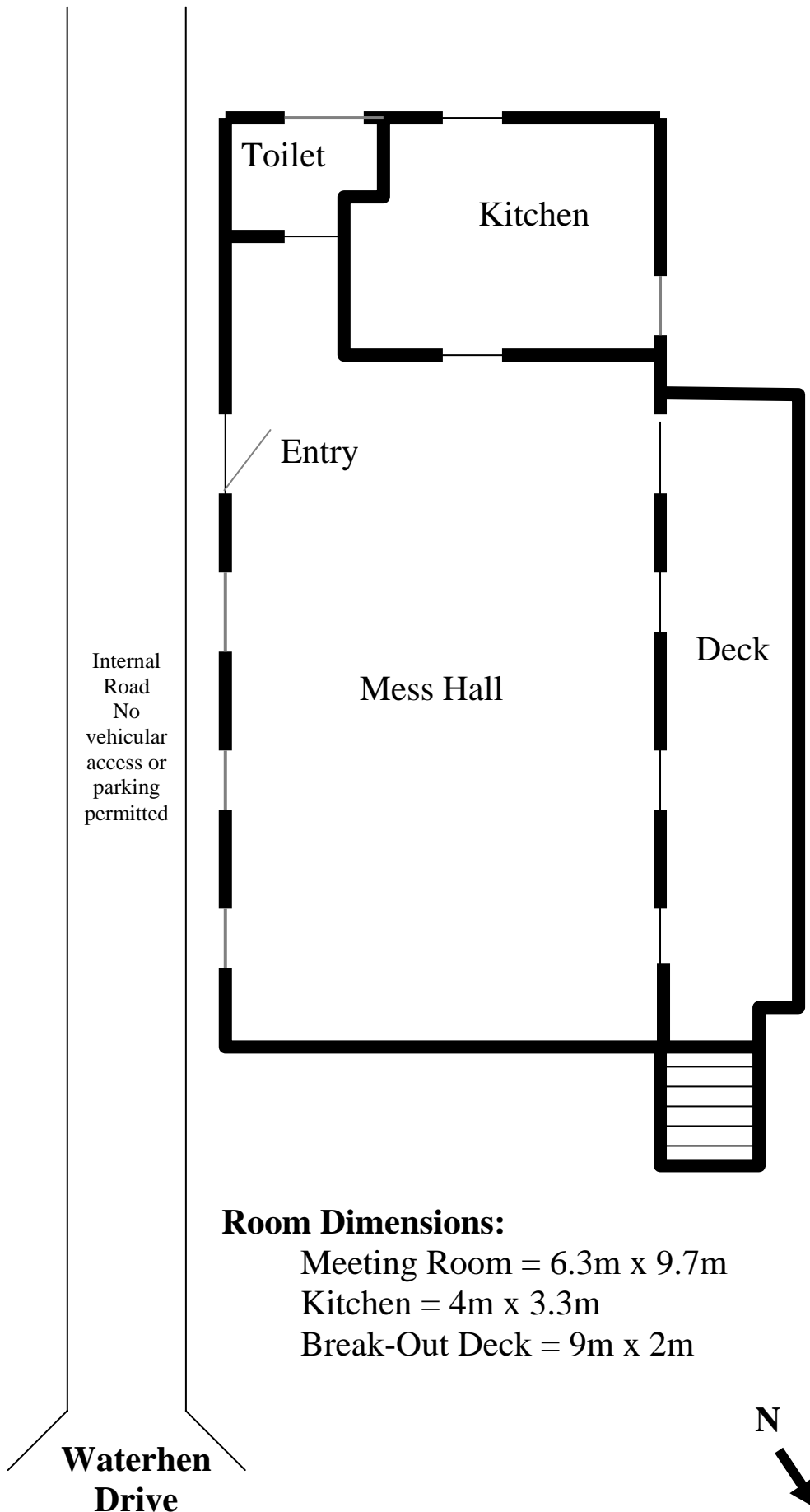
CARETAKERS COTTAGE



Room Dimensions:

- Main mtg room = 10.5m x 7.5m
- Lounge / kitchenette = 3.3m x 4.5m
- Display Room = 8.7m x 4.1m
- Resources Room = 4.3m x 5.4m
- Break-out deck = 4.5m x 15m

MESS HALL

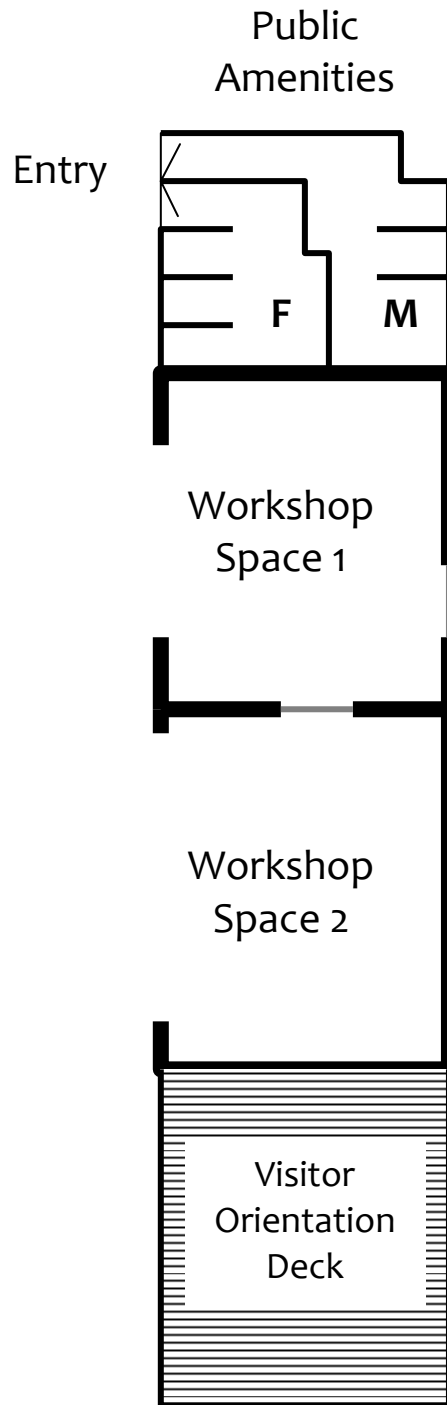


Room Dimensions:

Meeting Room = 6.3m x 9.7m

Kitchen = 4m x 3.3m

Break-Out Deck = 9m x 2m



Room Dimensions:

Public Toilets = 6m x 5m

Workshop Space 1 = 6.6m x 6m

Workshop Space 2 = 7.5m x 6m

Visitor Orientation Deck = 7m x 7m

FOR COUNCIL USE

Booking Details

Code: 263

Hourly Fee: \$

Code: 253

Public Liability Insurance \$

Code: 249

Litter Bins: \$

Code: 103

Bond: \$

Total: \$

Deposit Details

Code: 263 \$

Amount Paid: \$

Receipt: Date:

Booking Details

Correspondence Nos:

Bond Reference No: _ _ _ _ _ / _ _ _ _ _

Reservation No:

Key-safe Pin No:

Garbage Bin(s) Ordered:

Type of Entertainment:

Balance Details

Code: 263

Hourly Fee \$

Code: 253

Public Liability Insurance \$

Code 249

Litter Bins: \$

Code: 103

Bond: \$

Total: \$

Amount Paid: \$

Receipt: Date:

Supporting Documents

Certificate of Currency: Y / N

Liquor Licence: Y / N

Security: Y / N

Qualifications: Y / N

Police Notified: Y / N
