



APPLICATION FORM AND CONDITIONS

HIRE OF FRED HUTLEY HALL & GEDDES MEETING ROOM

North Sydney Council is responsible for the hiring of its facilities to external users in the North Sydney local government area.

This form includes five sections:

1. applicant's details
2. hall set-up
3. indemnity / privacy and personal information
4. insurance details
5. conditions of hire

General information on the hire of Council facilities is available through Council's website at www.northsydney.nsw.gov.au

All sections of this application form must be completed before your application can be processed. Should you require further clarification, please contact Council's 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.

FEES FOR 2011/2012

Facility	Monday - Friday		Saturday & Sunday	
Fred Hutley Hall	\$64 ph	8:30am - 6pm	\$89 ph	8:30am - 6.00pm
	\$77 ph	6pm - midnight	\$108 ph	6.00pm - midnight
Geddes Meeting Room	\$42 ph	6pm - midnight	\$50 ph	8:30am - midnight
Deposit	\$100			
Garbage Bin hire	\$52 each			
Bond	\$600			
Casual Insurance (Public Liability)	\$32			
Late Fee (if applicable)	\$25			
Cancellation Fee	\$100			
Amendment Fee	\$25 per occasion			
Equipment hire:	Lectern	no charge		
	Monitor	\$22		
	Video cassette recorder	\$20		
	Overhead projector	\$20		
	Slide projector	\$20		
	Electronic whiteboard	\$11		
	Screen	\$10		
	Microphone and amplifier	\$22		
	Portable microphone	\$22		
Partitions	\$10 each			

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

QUESTIONNAIRE

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

1. What is the purpose of hiring the facility

2. Will there be entertainment Yes No

3. Is the event open to the public Yes No

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

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

6. Will the event be advertised Yes No

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

8. Will there be fundraising Yes No

9. Will alcohol be served Yes No

10. Will prizes be awarded Yes No

11. Will there be any music Yes No

12. Will there be equipment Yes No

Signature: _____ Dated: _____

Application Forms and Conditions of Hire

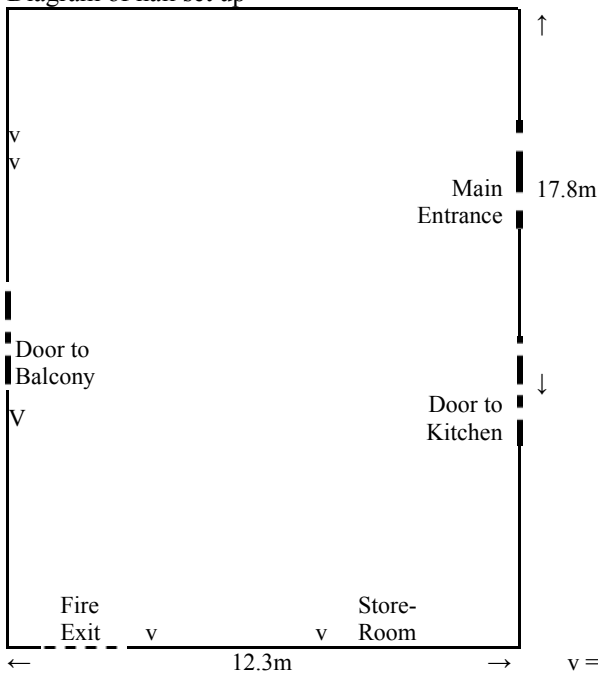
SECTION 2 - SET-UP OF FRED HUTLEY HALL

Council can set out the room for you at no extra cost. If you would like this service, please complete the section below and draw a rough layout sketch in the box. **Note: The equipment will be returned to storage after use.**

I _____ of _____
 Address _____
 Telephone: _____
 Do hereby apply to hire the above venue on: _____ Time: _____
 For the purpose of: _____ Number of people attending: _____
 Signature: _____ Date: _____

Hall Capacity: Meetings 220

Diagram of hall set up



Equipment Required	Cost	Total
DVD Player	\$20.00	\$
Monitor	\$22.00	\$
Video Cassette Recorder	\$20.00	\$
Overhead Projector	\$20.00	\$
Slide Projector	\$20.00	\$
Electronic Whiteboard	\$11.00	\$
Screen	\$10.00	\$
Microphone & Amplifier	\$22.00	\$
Portable Microphone	\$22.00	\$
Partitions	\$10.00 each	\$
Lectern Please tick if required	No charge	
TOTAL		\$

v = Power Points

Fees & Charges	Monday to Friday	Saturday & Sunday	Total
Fred Hutley Hall	\$64 per hour before 6pm	\$89 per hour before 6pm	\$
	\$77 per hour after 6pm	\$108 per hour after 6pm	\$
Geddes Meeting Room	\$42 per hour after 6pm* *not available for hire prior to 6pm	\$50 per hour	\$
Equipment			
Bond @ \$200 - \$600			
Casual Insurance (Public Liability) @ \$32.00			
Litter Bins: @ \$52 each			
TOTAL			

FOR COUNCIL USE		
Booking No.:	Amount Paid:	Date:
Correspondence No.:	Receipt No.:	Approved by:

Application Forms and Conditions of Hire

SECTION 3 - 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: _____

Date: _____

PRIVACY STATEMENT

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:

Date:

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.

Application Forms and Conditions of Hire

SECTION 4 - 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)

SECTION 5 - CONDITIONS OF HIRE

1 ACCESS TO THE VENUE

Council Rangers are responsible for opening and closing the venue according to the information supplied in your application form. Please ensure 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.

2 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.

3 ALCOHOL

Alcohol may be consumed at the venue but not sold. The hirer must obtain a liquor licence if alcohol is to be consumed at the venue. **No alcohol is to be consumed at all outside the venue/foyers/verandahs.**

Alcohol can only be sold if the hirer obtains the relevant approvals and permits from the Liquor Administration Board and the local Police. Copies of relevant approvals must be provided to Council prior to the event.

A copy of this permit must be displayed in the foyer of the facility.

The licensee may only advertise in accordance with the licensor guidelines and must not promote any alcohol or tobacco products on the premises.

The sale, supply and/or consumption of alcohol in Council's facilities to minors are 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 BOND

All 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.

If the venue is not vacated at the end of the hire period a hourly rate will apply and may be deducted from the bond. 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.

Application Forms and Conditions of Hire

6 BOOKING A VENUE

All bookings must be applied for in writing, by completing the application form and paying a non-refundable \$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.

Bookings will not be confirmed until the application form and deposit have been received. On approval you will be sent a confirmation letter and Tax Invoice/Booking Confirmation Receipt 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.

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 deduct monies from the bond. If repairs are in excess of the bond monies held, you will be invoiced for repair and/or cleaning costs.

10 CONDITION OF HALL AT COMMENCEMENT OF BOOKING

It is expected that the Hall will be left in the condition suitable for immediate use at all times. When the Hall is 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 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.

12 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.

Application Forms and Conditions of Hire

13 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.

14 FOOD AND DRINK

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

15 FUNCTIONS

Functions (i.e. birthday parties and weddings) are prohibited. No food or drink is to be served in the foyer areas. Ice must be kept in leak-proof containers. Decorations may only be hung from picture rails not from lights or fans.

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 Hall/Room or obtain furniture from other Halls/Rooms of 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.

18 HIRING FEES

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 HOURS OF USE

Hiring times to include time required for setting up, dismantling, cleaning, etc. The hirer does not have access to the halls/rooms outside the approved hire period.

20 INDEMNITY

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

21 INSURANCE/CERTIFICATE OF CURRENCY

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 (i.e. North Sydney Council needs to be noted as 'Interested Party' on the actual policy).

If your booking is on behalf of a company or organisation, you will need to provide evidence of insurance cover when you first submit your application.

If your booking is on behalf of 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.

Application Forms and Conditions of Hire

A 'casual' hirer is defined as a hirer of Council facilities hiring a resource less frequently than once per calendar month or no more than twelve times per calendar year.

Please note the hirer will have to pay an excess of \$2000 on any claim. Inappropriate behaviour of the hirer may void the insurance. This cover does not apply to incorporated bodies, clubs, associations nor commercial users of any kind.

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)

22 LATE FEE

A late fee (\$25.00) is 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 is responsible for the conduct of those attending the event.

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.

Ice must be kept in leak-proof containers.

No food or drink is to be served in foyer areas.

Hirers are to leave the premises as they find them. This includes wiping down any benches and kitchen equipment.

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.

Your bond will be forfeited in full if you sublet the building.

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

24 NOISE

Amplified music is prohibited. Music sound levels should be set so as to not cause annoyance to local residents. Please be considerate towards local residents and leave the building as quietly as possible.

Application Forms and Conditions of Hire

25 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.

26 SMOKING/BBQS/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 barbeques 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 misdemeanour by the hirer or persons under their control.



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

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: Date:

FOR COUNCIL USE

Processed by: _____ Date Ordered: _____

Cost per Bin: \$ _____ No. of Bins required: _____

Amount Paid: \$ _____

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: _____

N.B. 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:
	<p>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.</p> <p>2. understand and acknowledge that:</p> <ul style="list-style-type: none"> - 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. <p>NOTE: The bond refund will be returned to the cardholder unless advised (in writing) to do otherwise.</p> <p>Signature: Date:</p>

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.		

PRIVACY STATEMENT

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: 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: _____

EQUIPMENT HIRE RATES

ITEM	COST (PER DAY)
Lectern	No charge
Monitor	\$22.00
Video Cassette Recorder	\$20.00
DVD Player	\$20.00
Overhead Projector	\$20.00
Slide Projector	\$20.00
Electronic Whiteboard	\$11.00
Screen	\$10.00
Microphone & Amplifier	\$22.00
Portable Microphone	\$22.00
Portable Partitions	\$10.00 ea

FOR COUNCIL USE			
Booking Details		Balance Details	
Code: 251		Code: 251	
Hourly Fee:	\$	Hourly Fee	\$
<hr/>		<hr/>	
Code: 250		Code: 250	
Public Liability Insurance	\$	Public Liability Insurance	\$
<hr/>		<hr/>	
Code: 249		Code 249	
Garbage Bins:	\$	Garbage Bins:	\$
<hr/>		<hr/>	
Code: 103		Code: 103	
Bond:	\$	Bond:	\$
<hr/>		<hr/>	
Total:	\$	Total:	\$
<hr/>		<hr/>	
Deposit Details			
Code: 251			
Hourly Fee:	\$	Amount Paid:	\$
<hr/>		<hr/>	
Receipt:	Date:	Receipt:	Date:
<hr/>		<hr/>	
Booking Details		Supporting Documents	
Correspondence Nos:		Certificate of Currency:	Y / N
<hr/>		<hr/>	
Reservation No:		Liquor Licence:	Y / N
<hr/>		<hr/>	
Authorised by:		Security:	Y / N
<hr/>		<hr/>	
Garbage Bin(s) Ordered:		Qualifications:	Y / N
<hr/>		<hr/>	
Type of Entertainment:		Police Notified:	Y / N
<hr/>		<hr/>	
Copy of Layout to Staff:	<input type="checkbox"/>		