



APPLICATION FOR HIRE OF THE GREENACRE AREA COMMUNITY CENTRE HALL

ABOUT THE HALL

The Greenacre Area Community Centre Hall can accommodate up to 300 people. The hall flooring is wooden floor boards.

Facilities include:

- Ladies and Gents Bathrooms
 - Wheelchair Accessible Toilet
 - Nappy Change Table
 - A Stage
 - 4 large Wall Fans
 - 3 Reversible System Air Conditioning Units
 - A kitchen and appliances including a dishwasher, large stove and a wall oven
 - Microwave
 - Hot Water Urn
 - Glasses, coffee cups and water jugs can be made available on request at an additional cost
 - Fridge
 - Food Trolley
 - Trestle Tables
 - Chairs
 - Broom, mop, floor cleaner, sponge and dishwashing detergent
 - CCTV cameras
- Hirers must supply all their own cutlery, plates, glasses, table cloths, rubbish bags, oven trays and any other heating or cooking equipment.
- Free parking is available in the Council Car Park at the front of the hall.
- Parking in front of the centre is strictly prohibited due to emergency exit or ambulance access during an event
- Wheelchair ground floor access

APPLICANT'S DETAILS

I am an individual Applicant

NAME: _____

Street Address _____

Phone Number _____ Email _____

Have you hired previously? Yes No If Yes, what was the date? _____

Email _____ Telephone Number _____

I am a Community Group Applicant

Note! Only community groups that hold a current Certificate of Incorporation from the Dept. of Fair Trading and a current Constitution **are eligible for the** discounted community rate.

Name of Community Group: _____

Street Address _____

Contact Person Name: _____ Position _____

Phone Number _____ Email _____

Has the organisation hired the hall previously? Yes No If Yes, what was the date? _____

Does your organisation/group have Public Liability Insurance: Minimum \$10,000,000 required
Yes No If yes, please attach a Certificate of Currency, If no, you will need to take out insurance for this event.

Please provide a **detailed description** of your event (what will you be doing?) and state how the event will benefit the community.

Is the event open to the whole community or your members only? Community Members Only

Are you inviting any special guests or VIP's such as politicians/religious /sporting leaders/overseas speakers? Yes No If yes, please provide name/s of VIP guests _____

Is there a charge to the public to attend the event? Yes No If yes, how much per person?

BOOKING DETAILS

TYPE OF BOOKING:

Casual

Hire Date _____ Start Time _____ Finish Time _____

Set up time _____ (note - you will be charged from the set up time)

Permanent

Weekly Fortnightly Monthly Annual Other (please specify) _____

Start date _____ End date _____

Please select the day and time of your **permanent booking**:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start time	Start time	Start time	Start time	Start time	Start time	Start time
Finish time	Finish time	Finish time	Finish time	Finish time	Finish time	Finish time

Note! The event frequency will be booked based on the first day of booking. Example, if your event is on a Monday and you have selected a weekly frequency your event will be booked every Monday from the start date to the finish date.

ACTIVITY/EVENT (please tick)

TYPE OF EVENT:

- Support Group Meeting
- Sporting/Recreation Activity
- Trivia Nights
- Educational or Skills Workshops
- Party please provide details _____
- Awards Night and Presentations
- Peer/Support Group Meetings
- Fundraiser (do you have a fundraising permit?) Yes No If yes, please attach copy
- Community Cultural Event/Celebration Please provide the following information:

Name of cultural even/celebration _____

Details of Cultural Event/Celebration _____

- Other (please specify)

Note: Activities of a political nature, either local or international, are not permitted and any application to hold a political event may not be approved.

1. How many people are you expecting at your event? _____

2. Is your event catered? Yes No

3. Do you require access to the kitchen? Yes No (use of kitchen is an extra \$55+ GST per event).

If yes, is it for: Food Preparation Heating Cooking

4. If you are using the kitchen for cooking, please provide details of food to be cooked:

Note: The facility will be inspected for cleaning and penalties applied in accordance with the Penalties Schedule for any breaches.

5. Will alcohol be consumed? Yes No

If yes, will it be BYO or supplied by you? BYO Supplied.

If supplied, do you have a Liquor Licence or RSA? If yes, please attach a copy.

Note: The applicant or hirer wishing to consume liquor on the premises must register the event 'Party Safety' section of the NSW Police Force website www.police.nsw.gov.au

Evidence of this must be provided, otherwise the event will not be approved to serve alcohol on the premises.

The applicant gives their undertaking that:

- a) no person/s under the age of 18 years of age will be given alcohol,
- b) or will be allowed to remain on the premises, who is or becomes intoxicated, or demonstrates offensive behaviour that could be detrimental to our community and causes damage to our premises
- c) no alcohol is to be consumed outside the premises
- d) no alcohol is to be carried away for consumption by persons leaving the premises

Any offensive behaviour, the hirer must not permit or suffer anything to be done in the hall, or its vicinity.

Any damages to the hall will attract a penalty based on total cost of the goods. We retain the right to determine the cost of any damage or cleaning and to retain this part of the Bond

6. Will music be played? Yes No

If yes, is it a live band or recorded music? _____

7. Will you be bringing any equipment/furniture or props to the hall? Yes No

Please note, equipment must be brought in within your hall hire hours. No outside of hours' deliveries will be accepted.

If yes, please provide details for instance tables, chairs, PA system, cooking appliances etc

The applicant / hirer must ensure that all equipment brought in for use in the hall is safe and correctly certified as the Hirer bears all responsibility for the use of the equipment. It is the Hirer's responsibility to obtain a copy of the certificate of currency from any external provider they may seek goods or services from.

Important Note: The applicant must ensure that all music shall cease by midnight on the evening of the function and that the Hall is vacated by 12am with the minimum disturbance to the persons living nearby. A portion of the bond will be retained as penalty for exceeding the finishing time.

Further, we rely on reports from our security company if a dispute arises in relation to the correct start and finish time of the function as well as video evidence. Charges apply for additional times recorded in the security reports and/or video.

8. Will there be any non-mechanical amusement devices at the function? Yes No

If yes, please describe the device _____

9. Do you require any tables and chairs? Yes No

If yes, how many tables? _____ how many chairs? _____

10. Do you require anything else? Yes No

If yes, please provide details _____

CONDITIONS OF HIRE

The *Terms and Conditions* provided with this application are binding and the applicant will be held responsible for any damage arising from this hire.

Have you read the ***Terms and Conditions*** provided with this application? Yes No

Do you understand the bond conditions? Yes No

Name _____ Signature _____ Date _____

APPROVAL PROCESS

Please allow up to 5 working days for your Application to be processed. Be sure to answer every question as fully as possible to avoid delays. Once approved, written confirmation will be sent to the Applicant's email address, together with a tax invoice for payment of hire fee and bond deposit.

Note: YOUR BOOKING IS NOT CONFIRMED UNTIL YOU RECEIVE WRITTEN CONFIRMATION.

A \$100 **Administration Fee** is required to secure your booking. This fee is non- refundable if you cancel the booking.

The fee is payable at the time of lodging your Application.

The invoice must be paid 5 days **before the first date of hall hire**. If payment is not received, the application may be cancelled. Please use the following account details to make your payment:

Account Name: Greenacre Area Community Centre

BSB: 611 001

Account Number: 100148165

Reference: Please use your full name as reference

Note: Cash or credit card payments are not accepted.

BOND REFUND

Please provide the **Applicant's bank account details** for the refund of your bond.

Note! – The bond cannot be refunded into someone else's bank account. Funds must be deposited in an account bearing the Applicant's name.

Account Name _____ BSB _____ Account No _____

Bond refunds will be issued within 5 working days after hall hire, if there are no disputes.