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AGREEMENT FOR HALL HIRE AT RIVERSTONE NEIGHBOURHOOD CENTRE

Hirer must be over the age of 21 years and in attendance for the duration of the function

CONTACT DETAILS:

Full Name:

Address:

Email:

Home Phone:

Mobile:

FUNCTION DETAILS:

Date Of Function:

Type Of Function:

No. Of People Attending:

Time Of Function: From (am / pm) To (am / pm)

Will Liquor Be Consumed: Yes / No

Will Liquor Be Sold At The Function: Yes / No

(License is required from Liquor and Gaming NSW)

Will Security Be Required: Yes / No

(Refer Terms and Conditions of Hire: Security Management, Responsibility and Behaviour 5b)

Agreed Hiring Fee: \$

Bond Refundable: \$

Total: \$

Bank Account Details:

BSB:

Account No.:

(for refund of bond if applicable)

HIRER USER AGREEMENT:

I have read and understood the Terms and Conditions of Hire and agree to abide by them.

Signature: _____

Date: _____

CHECKLIST:

Copy of Liquor License

Copy of Certificate of Currency

Security Company Details

Deposit Paid: _____

Bond Refunded Date: _____

RIVERSTONE NEIGHBOURHOOD CENTRE TERMS AND CONDITIONS OF HALL HIRE

1. Booking Procedure & Payments

- a) Hirers must be aged over 21 years.
- b) Riverstone Neighbourhood Centre will hold a verbal booking in the hirer's name for two weeks, during that time a deposit of \$50 is required to confirm the booking.
- c) Once booking is confirmed a completed and signed Agreement For Hall Hire form will be required, preferably via email. The balance of the hiring fee along with the bond is required to be paid in full into RNC bank account, by the Wednesday prior to the function.
- d) Keys and alarm operation details will be left in a collection box outside Riverstone Neighbourhood Centre Office, and maybe collected on the day. An email will be sent with instructions.
- e) The refundable bond will be processed and returned to the hirer within two weeks after the day of the function, less any amounts to be deducted for damage, cleaning or missing items.
- f) The hirer will be liable for bank fees charged if cheque payment is dishonoured.

2. Booking Period

- a) There is no free set up time. Normal hire fees will apply within the times stated on your booking form. The hirer must arrange for all hired equipment to be removed within the booking times.
- b) All night functions are to cease at 12 midnight and the hall and the surrounding area of the hall are to be vacated within 30 minutes of the conclusion of the function. It should be noted, that if the Security Company is required to be in attendance due to the non-compliance of these conditions a callout fee may apply.
- c) Use of the hall beyond the approved times will result in additional hire fees being charged to the hirer.

3. Cancellation of Booking

- a) Two week's notice must be given for the cancellation of the hirers booking. If two week's notice is not given the deposit will not be refunded unless the hall is re-let by the centre. Cancellations must be confirmed in writing.

4. Keys and Alarm

- a) The keys and security code are only for the use of the hirer that signs this Agreement. The hirer will be charged for the cost of replacing lost keys. Hirers are not permitted to provide keys or security codes to others.
- b) An alarm call out fee (if required) will be charged to the hirer at a rate of \$60.00 per call-out. If you have not secured the building correctly and security is alerted, you may be charged an alarm call out fee.

5. Security Management, Responsibility and Behaviour

- a) Security management is the hirer's responsibility. Adequate supervision and security should be in place during any activity.
- b) Private and Public functions such as Discos, Dances, Dance Parties and similar types of functions are required to meet conditions, including the provision of appropriate **security** arrangements as recommended, contact Police for advice. The hirer must ensure that adequate supervision and security is provided outside of the Hall as well as in the car park area. Hirers must consider the potential for unauthorised and uninvited persons.
- c) The hirer or agent of the hiring group must be more than 21 years of age and is responsible for the conduct of all persons attending during the period of hire.

- d) For 18th Birthday parties Security must be provided and evidence of that must be submitted with Hiring Agreement.
- e) The hirer or agent is required to remain on the premises at all times during the term of hire.
- f) Children and young people must have adult supervision at all times.
- g) The hirer shall ensure there is no over-crowding, obstruction of passageways, corridors and fire doors. The hirer must ensure that the number of attendees must not exceed the capacity of the hall (60).
- h) Unnecessary discharge of fire extinguishers will incur a service fee of \$300.00 each.
- i) Any breakages or damage MUST be reported to the Riverstone Neighbourhood Centre within 24 hours. The hirer shall be responsible for the cost of making good any damage caused to the buildings, furniture and fittings arising out of and in the course of his or her engagement.
- j) Riverstone Neighbourhood Centre is not responsible for personal property that is lost, stolen or damaged in the course of the booking. The hirer is responsible for any property brought onto the premises. There are no storage provisions.
- k) No gambling or games of chance shall take place in any portion of the building or premises.
- l) Fireworks are not to be used in association with the use of the facility. Community fireworks events can only take place with the specific written approval of Blacktown City Council.
- m) The use of smoke machines is prohibited due to the presence of smoke detectors.
- n) No naked flames, except for birthday or ceremonial candles. Other candles or sources of naked flames are not permitted. No BBQ or spits with naked flames.
- o) Riverstone Neighbourhood Centre reserves the right to notify NSW police of any function to be held in the Community Hall.

6. Refusal to Let

- a) It shall be at the discretion of the Riverstone Neighbourhood Centre refuse to let the Hall.
- b) Riverstone Neighbourhood Centre shall also have the power, if seen fit, to cancel letting and return the bond paid if the hirers intended use changes and is not consistent with the use of the Hall.
- c) Sub-letting is not permitted under any circumstances.

7. Insurance

- a) All users of the Riverstone Neighbourhood Community Centre Community Hall are responsible for providing their own adequate public liability insurance cover. No responsibility will be accepted by the Centre for accidents, injuries, loss or damage sustained by any person or persons using any part of the facilities during the time of the hiring. The hirer agrees to indemnify the Riverstone Neighbourhood Centre and Community Aid Services Inc. and its Officers against all claims and demands made or costs and expenses incurred in connection therewith.
- b) Copy of Certificate of Currency must be provided with the booking.
- c) Should the hirer arrange for amusement rides, jumping castles, jukeboxes, karaoke or other such equipment, you must ensure that this is approved by Riverstone Neighbourhood Centre in writing. The provider of this equipment must have current public liability insurance for not less than \$20,000,000.00.

8. Liquor

- a) Beer kegs are not permitted.
- b) No alcohol is to be consumed outside the facility, hirers must comply with alcohol free zones.
- c) Alcohol can only be sold if the hirer or agent obtains the relevant approvals and permits from Liquor and Gaming NSW.
- d) Copies of relevant approvals and authorisations must be provided prior to the event. Failure to do so will result in cancellation of booking.

9. Smoking

- a) Sam Lane Complex is a public space with public buildings and falls within the requirements of the NSW Smoke Free Environment Act. This prohibits smoking near entrances/exits of public buildings. Riverstone Neighbourhood Centre needs to ensure we comply with all State legislative requirements.

- b) Sam Lane complex is owned by Blacktown City Council, which prohibits smoking within a 15 metre boundary of all its buildings. Riverstone Neighbourhood Centre needs to ensure we comply with Council's regulatory requirements.
- c) Both State and Local Government requirements are designed to protect individuals from the harmful effects of passive smoke. From January 2019, the Same Lane Complex will be smoke free, and with a 15 metre smoke free zone, it means we will not have a designated smoking area.
- d) Hirers will need to inform their members that smoking is not permitted on the site of Sam Lane Complex. Failure to comply could result in penalties and/or loss of access to hiring space.

10. Music, Entertainment & Noise Levels

- a) All sound equipment must be placed inside the facility.
- b) The hirer will indemnify the Centre in relation to breaches of the copyright act or any other related legislation. Note that the premises are not licensed for the performance of protected recordings under the Australian Copyright Act.
- c) The level of noise must not contravene the NSW Environmental Protection Act at any time during the function. ALL NOISE MUST CEASE AT 12 MIDNIGHT AND AT NO TIME MUST THE LEVEL OF NOISE BE SUCH THAT IT IS DISTURBING TO THE NEIGHBOURS. Any complaints will result in refusal of any future bookings.
- d) Socially unacceptable conduct or excessively loud noise levels are not acceptable and may lead to you being asked to vacate the Hall by the Police.
- e) As the Riverstone Community Centre hall is located in a residential area we ask you to please be considerate of the neighbours while the function is in progress and while leaving the car park.

11. Decorations

- a) No nails, screws or any other fastenings are to be driven into or attached in any way to walls, floors, furniture, fittings or windows.
- b) Decorations and balloons can be attached to the building or fittings providing they do not leave marks or cause damage and are removed at the end of the hire period.

12. Catering

- a) Catering for food is the sole responsibility of the hirer.
- b) Ice is to be kept in suitable watertight containers.

13. Cleaning

- a) The hire fee **DOES NOT INCLUDE CLEANING**. At the end of the hire period, the hirer must ensure the following.
 - i. The Hall must be left by the hirer in a reasonably clean condition.
 - ii. No food scraps or drinks to be left in the building.
 - iii. All tables and chairs must be wiped down and thoroughly cleaned.
 - iv. All goods, properties or materials brought in by the Hirer or any person on his/her behalf must be removed from the premises at the completion of the function.
 - v. Hirers using any of the tables for serving or handling food or refreshments of any kind must provide suitable tablecloth or other means of covering the tables.
 - vi. All washable floors are swept and mopped including removal of spilt liquids.
 - vii. All decorations removed.
 - viii. All rubbish removed and placed in rubbish bins in the enclosed garbage area located at the rear of the Senior Citizens Hall.
 - ix. The kitchen is to be left in a clean state with benches wiped down; stove, fridge and sink clean.
 - x. Brooms, mop & bucket and some cleaning products are supplied.
 - xi. External grounds should be clean and free of rubbish including cigarette butts.
- b) Failure to comply will result in loss of bond.

14. Fees

- a) The Riverstone Neighbourhood Centre and Community Aid Services Inc. reserve the right to revise the fees and charges from time to time as may be found necessary.

15. Checklist on Departure

- a. Before you leave the building, make sure:
 - i. All internal lights and air-conditioner are turned OFF at main panels.
 - ii. All tables and bench tops are wiped clean.
 - iii. Floors and toilets are clean.
 - iv. Garbage is removed from the building.
 - v. All food and drinks are removed from the hall.
 - vi. All doors are CLOSED AND LOCKED
 - vii. Alarm is turned ON.
 - viii. Car park is clean and tidy.

- b. Failure to leave the building clean and secure will incur a loss of partial or full bond fee.

16. Emergency Procedures

- a) In the event the smoke detectors are activated all attendees must evacuate the building via the two emergency exits.
- b) Fire equipment is provided in the facility as a requirement by law. The equipment shall only be used in case of an emergency; misuse will incur a fee for repair and replacement.
- c) Hirers must call 000 to report a fire.

17. Emergency Phone Numbers

Police, Ambulance & Fire	000
Security	1300 499 099