



Cnr Queen and Broughton Street  
 (PO Box 57) Campbelltown 2560  
 Phone: 4645 4000 Fax: 4645 4111  
 DX5114

**Hall Hire Agreement Form - Casual Hire**

**Privacy Statement**

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Hirer details				Booking Number	
Name / Organisation of Hirer					
Contact person					
Contact numbers		Home/Work		Mobile	
Email address		Preferred Communication method		Email <input type="checkbox"/>	Post <input type="checkbox"/>
Address of Hirer					
Hall being hired					
Type of function					
External Contractor or Entertainment		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type of entertainment	
Day of hire		Date of hire		Start time	Finish time
Hire fee (GST incl)		\$	Date due for payment		
Bond (GST incl)		\$	Security fee (GST incl)		\$
Maximum number of adults attending			Maximum number of children attending		
Alcohol will be provided		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcohol will be BYO	
Yes <input type="checkbox"/>		No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Maximum number of persons allowed in the facility ( <b>Office use only</b> )					
<b>Note: For safety reasons all halls have a set maximum number of people allowed in the hall. The hirer must not under any circumstances allow this maximum number to be exceeded.</b>					
I am 21 years of age or over and understand that I am responsible for paying all the fees and charges for the hire of the hall. I have read the Conditions of Hall Hire and agree to comply with them. I declare that all information supplied by me is true and correct.					
Print name in full					
Signature of applicant				Date	
Identification (sighted or provided)					
Signed on behalf of Council ( <b>Office use only</b> )					
Name					
Signature				Date	

## Conditions of Hall Hire

Please sign at the bottom of each page to confirm that you have read and understand the following guidelines.

### USE OF FACILITY

- The hall must only be used for the purpose stated on the application form.
- The Hirer must not sub-let the hall and Council staff must have access to the hall at all times.
- The Hirer is responsible for the conduct and behaviour of all persons attending their function. This includes both inside and outside of the hall.
- All persons entering Council property do so at their own risk.
- The Hirer is responsible for familiarising themselves with the Evacuation Plan on display at the hall, including the location of emergency exit doors, before commencing any activities.
- Emergency exits must remain clear at all times.
- The Hirer must only use the hall within the times of your booking or additional costs will apply. If extra time is required for preparation purposes, you must notify Council's Customer Service Centre. At least 14 days' notice must be provided for changes to be made to the booking.
- Special conditions may be imposed for some types of events including, but not limited to additional security requirements, traffic control plans, safe work method statements and/or event safety plans.
- Please inform Council of any entry fees or fundraising tickets being sold for the function.
- Prior to using the hall please note any damage or required maintenance e.g. a broken chair or table, inadequate cleaning, missing or broken equipment (including cleaning items) on the Facility Assessment form provided in your key pack. **This form is to be returned to Council along with the keys and/or swipe card.**
- The Hirer should count the number of tables and chairs at the start of the function, note on the Facility Assessment Form and confirm at the end of the function.
- The tables and chairs that Council provides are the maximum limit for each hall; you cannot bring any additional furniture with you.
- No fire, including fire performances and ceremonies, with the exception of birthday candles are permitted within the hall or surrounding grounds at any time.
- Barbeques, spits, pizza ovens and cooking appliances such as deep fryers and /or naked flame appliances are not permitted inside the hall or within the surrounding grounds under any circumstances.
- No smoke machines or any other equipment that may cause the smoke alarm to activate, are to be used inside the hall. Current Fire Brigade fees are approximately \$1300.00 per call out and will be payable by the Hirer.
- No graffiti art or spray painting is to be conducted within the hall or surrounding grounds.
- Animals are not permitted in any Council hall or surrounding grounds with the exception of registered assistant animals.
- To avoid permanent damage to the hall we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way.
- Council does not insure any goods or equipment that is brought into the hall or left in the hall by the Hirer or their invitees. Council will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- Continued abuse of the conditions of hire will lead to cancellation of rights to book Council's halls in the future.

Hirer's signature: \_\_\_\_\_

### DATA AND DOCUMENT CONTROL

## NOISE

- The level of noise must not inconvenience surrounding residents. The *Protection of the Environment Operations Act 1997* advises the time restrictions when noise should not be heard in a habitable room in a neighbour's residence. For specific times please refer to [www.epa.nsw.gov.au/noise/neighbourhoodnoise](http://www.epa.nsw.gov.au/noise/neighbourhoodnoise)

## JUMPING CASTLES/OTHER AMUSEMENTS (eg juke boxes, karaoke machines)

- If a jumping castle or other amusement is being considered the Hirer must provide Council with a copy of the amusement hirer's Certificate of Insurance for Public Liability. This must be received at least 14 days prior to the function date.
- Each request will be considered on an individual basis.
- Any equipment used in the hall by the Hirer is/will be the Hirer's responsibility.
- Council will not accept any liability in regard for the use of a jumping castle. The Hirer must bring a silenced generator to power this equipment. Jumping castles are to be weighted down and not pegged.
- No water castles are permitted to avoid flooding or damages to the grounds.
- All equipment must be removed at the end of the agreed hire period for that day.

## SMOKING

- Smoking is not permitted in any Council hall or building or within surrounding grounds.

## ALCOHOL

- Alcohol is not permitted in the hall without Council appointed security guards.
- For private functions such as socials, weddings and parties where people bring their own liquor or liquor is served free, Council requires the engagement of security guards where alcohol is present.
- Only charitable organisations are allowed to sell liquor at a Council hall. You must apply to the Independent Liquor & Gaming Authority for an Application for Limited licence – single function at least 28 days before the function. Please refer to [www.licence.nsw.gov.au](http://www.licence.nsw.gov.au) for further information, regulations and fees. A copy of the *Limited licence – single function* must be provided to Council before collecting the keys and/or swipe card.

## CLEANING

- Please consider time required to set up, tidy and clean the hall when choosing your hire period as Hirers will not be permitted to remain in the hall after the finish time specified in the Agreement.
- All of our halls have a mop, a bucket and a broom but you will need to provide your own surface spray cleaner along with sponges/paper towels to clean any of those unavoidable spills on table tops and chairs.
- All the tables and chairs must be cleaned before you pack them away neatly.
- All ovens must be wiped clean and any crumbs and leftover food is to be removed.
- The floor needs to be swept and spills mopped up.
- The Hirer is advised to bring extra garbage bags as all rubbish must be bagged, tied up and left in a neat pile inside the hall, next to the doors for our cleaners to collect.
- Failure to clean the hall will result in a deduction in your bond refund.

## HIRERS

- All Registered or Incorporated Organisations hiring Council halls must provide a copy of their Certificate of Insurance for Public Liability. Coverage of \$20 million is required.
- All individuals (for private bookings) are covered by Council's Casual Hirer's Policy for public liability. The excess is \$2,000 and payable by the Hirer.

Hirer's signature: \_\_\_\_\_

- Bookings will only be accepted for teenage and 21st birthday celebrations at certain halls and only after you have advised the maximum number of adults and children (under 18) attending the function.
- Where participants are under the age of 21, the hirer must ensure there will be a ratio of 1 person 21 years of age or over to every 10 participants under 21 years of age. Failure to provide this ratio of supervision may result in the cancellation of future bookings regardless of whether or not damages have been caused.
- The event must not be openly advertised without prior, written consent from Council. This includes advertising via the internet including social media and forums (Council bookings excluded).

### **Access to Facility**

- For all halls except the Civic Hall and Greg Percival Community Centre, the Hirer can collect the keys and/or swipe card to the hall from Council's Customer Service counter (on the ground floor of the Civic Centre, Queen Street, Campbelltown) on the working day before your booking between 8.30am and 4.00pm.
- Keys and/or swipe card must be returned to Council before 4:00pm on the next working day after the booking.
- A fee applies for each day or part thereof that keys and/or swipe card is not returned.
- If the Hirer is unable to return the keys and/or swipe card personally, a friend or relative may return on the Hirer's behalf.
- If returning the keys and/or swipe card outside of business hours, please ensure that the pack is only placed into the mail chute located at the Council's main entrance off Queen Street (Left side of glass doors).

#### **CIVIC HALL and GREG PERCIVAL HALL BOOKINGS**

- Detailed plans for the set-up of the Civic Hall and Greg Percival Community Centre must be given to the Caretaker, 48 hours before the function. The Caretaker will contact you to arrange access.

### **Leaving the Facility**

- When you leave the hall ensure that you lock the windows and doors, turn off all the lights and electrical appliances (**except for the fridge**) and activate the security alarm.
- If you have difficulties with the alarm please contact the after-hours service on 4645 4403 for assistance. Should the alarm not be set correctly when leaving, a security fee will be deducted from the bond. Please refer to Council's fees and charges for fees.

### **Fees and Charges**

#### **What is payable:**

- Within seven days of making the booking a deposit of \$50.00 is required.
- If the \$50.00 deposit has not been received within seven days of making the booking your booking will be automatically cancelled.
- The balance of hall hire fees must be paid at least 14 days before the function.
- The bond is to be paid 14 days before the function.
- An administration fee may be charged for changes to the booking. Please refer to Council's fees and charges for fees.
- All fees and charges are adopted annually by Council and are subject to change each financial year.

Hirer's signature: \_\_\_\_\_

- Access to the facility is only available for the booking time and set up and cleanup must be included in this time. If bookings times are not adhered to penalty fees will be charged.
- Council has the right, if necessary, to refuse to accept a booking for a hall or to cancel a booking that has already been made and refund the hiring fees. If this action is taken Council will not be liable for any loss or damage.

#### Methods of payment:

- ☒ Payments by mail: Please complete the Credit Card Authorisation form with your credit card details and return to Campbelltown City Council, PO Box 57 Campbelltown NSW 2560. Please note your reference number found on your confirmation letter.

OR

Cheque payments can be made by sending your cheque to Campbelltown City Council, PO Box 57 Campbelltown NSW 2560. Please note your reference number found on your confirmation letter.



Payments by fax: Please complete the Credit Card Authorisation form with your credit card details and fax to 02 4645 4472. Please note your reference number found on your confirmation letter.



Payments in person: By presenting your confirmation letter to Council's offices located on the corner of Queen and Broughton Streets, Campbelltown by cash, cheque, money order, EFTPOS, MasterCard or Visa. Credit card payments will incur a Merchant Service Fee surcharge of 0.6% (including GST).

#### BOND

- Council will refund the bond by electronic transfer to the account details provided on the Electronic Refund Form, within 14 days after the function if the hall is left in a satisfactory condition
- If there is any damage to the hall, furniture or equipment, or any additional cleaning is required, Council will keep part or all of your bond money to cover these costs.
- If there is a variation to the original booking time, by either entering the hall early or staying longer Council will keep part or all of your bond money to cover these costs.
- Council reserves the right to recover any additional costs incurred above and beyond the amount of the security bond.

#### SECURITY GUARDS

- Council requires the engagement of one Council appointed security guard for every 50 people attending a function where alcohol is present. This cost must be paid by the Hirer in addition to the hire fees and bond.
- Security guards are required for all 18 years through to 21st birthday functions regardless if alcohol is present or not.
- Security guards must be present from 1hr prior to the commencement of the function up until the end of the hire period.

#### **Cancellations and Changes to Bookings**

- Once the deposit has been paid to secure your booking, any cancellation requests must be forwarded to Council in writing from the Hirer, at least 14 days prior to the proposed date of the function.
- If less than 14 days' notice is given, the Hirer will forfeit all hire fees paid.

