



## **Gosford Narara Community Centre**

### **2019 Hire Agreement**



**2 Pandala Road**



Narara NSW 2250

T 02 4329 4477

F 02 4329 6832

E: [roomhire@gnnc.com.au](mailto:roomhire@gnnc.com.au)

[www.communitysos.com.au](http://www.communitysos.com.au)

## **Room Hire Agreement**

Community Support & Outreach Services Central Coast (CommunitySOS) - Gosford Narara Community Centre (GNCC) aims to ensure equal accessibility to as many community groups and members as possible to ensure the Centre is utilised to its maximum availability. We are guided by the needs of the community, the priorities of our funding bodies and by the requirements of Central Coast Council, the owner of the facility.

In the interest of the needs and interests of Centre users and our local residents, GNCC and the Hirer named in this **Room Hire Agreement** agree to abide by the following terms, conditions of hire, rules and responsibilities. If these are not met, the Centre Manager/CEO/Board of Directors has the authority to retrieve costs incurred and/or decline any current and/or future room hire to any hirer. activity or project.

### **General Centre and Hire use:**

- The Hirer will only use the venue for the purpose and activities outlined and approved in the Room Hire Application form. Failure to do so may result in Bond monies being retained.
- All Venue Hire Application forms must be accompanied by two forms of ID - one a photo ID (e.g Drivers Licence) showing current residential address and another ID showing current residential address (e.g: Car rego papers or utility bill)
- All members and users of the Centre are to be treated with respect.
- GNCC reserves the right to vary regular bookings and will give no less than two weeks notice to the Hirer.
- GNCC reserves the right to terminate a Hire Agreement if the Hirer fails to pay overdue costs within two weeks of a written demand for payment.
- Booking staff have the authority to deny any booking or access to a hirer where the activity is considered inappropriate.

- NO SMOKING is permitted in the Community Centre or surrounding grounds. Please restrict smoking to the car park entry area and extinguish and dispose the butts and place in the red bin located in the Centre's backyard.
- The riding of BIKES, ROLLERBLADES, SKATEBOARDS OR SCOOTERS are not permitted in the building at any time.
- NO LOUD NOISE is to occur after 10.00pm Sunday to Thursday and after 11.30pm on Friday and Saturday nights. (NOISE applies to loud and/or excessive sound which disturbs the residents in the surrounding area.) Friday and Saturday evening function hirers must ensure all music stops by 11.30pm and guests leave immediately after to reduce any noise to local residences after this time. This is a Central Coast Council and EPA requirement.
- Due to WHS regulations, under **NO** circumstances are children permitted to be in the kitchen at any time whilst on the premises.
- A First Aid kit is located on the fridge in the kitchen. Please record any accidents or incidents on the whiteboard in the hallway.

---

### **ALCOHOL**

- NO ALCOHOL is permitted to be consumed in the Centre or surrounding areas without prior notification and approval from the Centre Coordinator/Manager. You must state alcohol consumption when submitting your application for room hire. Any hirer allowing the consumption of alcohol without the Centre Co-ordinator/Manager's knowledge may have their bond refund revoked.
  - If alcohol is consumed on the premises, it must be confined to the hired area. No alcohol is to be consumed in the car park or on the oval.
  - No alcohol will be sold on the premises, without the prior written approval from Centre Management and the appropriate Liquor license obtained by the hirer. RSA trained, licensed and insured security guards may be required at your function. Current Gosford City Council requirements advise 1 security guard per 50 guests.
  - Adherence to the Liquor Act 1982 Section 114(4) which states "a person shall not give or sell alcohol to a person under 18 years" is required. Secondary supply laws apply to all people who use the facility, both hirer and guests. For further information contact the Licensing Police on 4323 5599.
-

## ACCESS AND SECURITY

- When a hirer is using the building out of hours, they are responsible for ensuring the security of the building. Please lock the front door after your group members have entered.
  - Access should be strictly limited to the members of the group. Do not allow anyone else to enter the building. (e.g. to go to the toilet). Any outside opening doors must not be left unattended.
  - For evening functions It is recommended that ALL exterior doors and hall main doors REMAIN CLOSED once all guests have arrived or you employ the services of a security guard. This is to discourage uninvited visitors and to minimise noise. Any damage caused by uninvited guests will also become the responsibility of the hirer and retrieval costs will for any damages incurred will fall on the hirer.
  - Access by participants should be by the outside opening doors of the room/s hired where possible. The key holder should enter the building by the front door entry, deactivate the alarm and then lock that door.
- 

## FLOORS, FURNITURE AND EQUIPMENT

- All property and equipment belonging to GNNC and other centre users/hirers are to be cared for in the appropriate manner.
- Carpets or mats must be placed under any heavy musical equipment to protect the timber floors.
- Tables and chairs are to be **lifted – not dragged** – into place. No standing on tables are allowed. Please ensure the tables are locked into place when erected.
- Any breakages or damage must be paid for by the hirer – this will be deducted from your bond – at the discretion of the Centre Manager. If any damage occurs beyond the amount of the Bond, the hirer accepts responsibility for the cost of any repairs.

## CLEANING

- Please ensure the room is left completely clean as we often have groups using the rooms consecutively. Due to our timber floor surface, all spills should be wiped up using warm water and white vinegar. This has been placed in our centre kitchen for your convenience, in the cupboard under the kitchen sink.

- The toilets should also be checked for general tidiness during your function.

### **PAYMENTS AND BONDS**

- There are two types of room hire rates - **General** and **Community** and three different bonds - **General, Community and Major Functions/Party**.
- The Manager has the authority to decide which rate applies for each hiring application. In the event of a dispute, the group or individual may apply in writing to the Board. The decision of the Board will be final.
- If any of these conditions are not met – the Centre Manager reserves the right to close the venue and stop the party. No refund of hire fees will be made.
- All Hirers accept responsibility and accountability to adhere to the conditions set out in this document.
- Each Hirer is responsible at all times for the safe evacuation of all members of their group.
- We wish you a fun and successful function, please contact Centre staff on 4329 4477 or out of hours call Vivian 0431 641 003 or Liz 0414965132 if you require any further assistance.

Yours sincerely,

Vivian Muraahi  
Centre Manager

## Schedule of Fees and Charges as at 1/1/2019

**Community Hire Rates:** (voluntary and not-for-profit groups)

**General Hire Rates:** (individuals, private business, councils, governments, political)

	DAY	DAY	EVENING (From 6pm)	EVENING (from 6pm)
ROOM	COMMUNITY	GENERAL	COMMUNITY	GENERAL
Hall	\$22 per hour	\$28 per hour	\$40 per hour	\$55 per hour
Meeting Room	\$13 per hour	\$17 per hour	\$22 per hour	\$28 per hour
Youth/Craft Area	\$13 per hour	\$17 per hour	\$22 per hour	\$28 per hour
Kitchen Exclusive use	\$8 per hour	\$10 per hour	\$12 per hour	\$15 per hour

**ALL CHARGES INCLUDE GST**

<b><u>BONDS :</u></b>	<b>Community Bond</b>	<b>\$ 160 (includes key deposit)</b>
	<b>*General Bond</b>	<b>\$ 350 (out of office hours and weekends)</b>
	<b>Major Functions/parties</b>	<b>\$600.00 (includes weddings, engagements and birthdays etc.)</b>

- \* General Bond refers to Small Community events/functions and children parties concluding before 6pm (no Alcohol)
- All rates includes shared use of kitchen
- Negotiated special rates may be considered by application to the Manager
- Full Day Hire price to be negotiated with the Manager
- Whole of centre hire is available weekends only from 1pm by negotiaton with the manager.
- An extra bond may be required if alcohol will be consumed at your function.

**We do not accept bookings for parties for 15 – 24 year olds.**

**ID will be required for all Casual Hirers (refer to terms and conditions).**

**Hire applications are at the discretion of the manager**

**Prices are subject to change.**

\*Private evening functions for Friday and Saturday nights will be charged a flat fee of **\$350**, which entitles hirers to the use of the Hall & Kitchen from 6pm till midnight.

### **ADDITIONAL CHARGES**

- Security Call Out (e.g Alarm not turned on upon lock-up, other security related issues) - \$100
- Miscellaneous call –out (e.g – keys forgotten, keys locked in centre, other hirer at-fault problems etc) - \$35 per hour
- Air-conditioning or lights left on - \$25 per room
- Excessive cleaning fee - \$35 per hour.

### **Equipment Hire Charges:**

- Casual hire of Data Projector or TV/DVD player - \$20 or \$50 out of business hours
- Casual wireless Internet Access \$5 per hire. One off charge for regular hirers only \$20
- Storage. For Permanent hirers who require long term storage the fee is \$7.50 per calendar month for large cupboards, \$3 for small cupboards.
- BBQ - Flat burner gas BBQ on trolley (Note you will need to provide own gas bottle and all equipment). - \$50

### **Agreement**

As the hirer, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Terms and Conditions of Venue Hire. I also agree to indemnify Kariong Neighbourhood Centre Inc., its staff and volunteers and Board members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees and any persons under its control or responsibility in connection with the usage of Kariong Neighbourhood Centre Inc.'s facilities. I am aware that I must complete and sign a ROOM HIRE CHECKLIST before setting up the room/s hired and before leaving the Centre. Please note, you will be required to put the number of people attending your function on the room hire checklist when completing it.

**I have read and agree with the 2019 Conditions of Hire as outlined above.**

**Hirer Name ..... Hirer Signature .....**

**Date .....**