

REGULATIONS CONTROLLING THE HIRE OF THE CENTRE For Function Hirers

The Hirer will be held responsible for the conduct of all persons in their group attending the Centre. The hirer will absolve the Management Committee from any liability in the case of accident or illness that they / their spouse / their dependants / their guests/ or members of their organisation / group may incur as a result of his / her / their attendance at the North Richmond Community Centre. 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 period of their hire.

It is expected that all Hirers respect other people's use of the Centre. Management retains the right to enter the building at any time. Excessive noise and bad language or persons believed to be under the influence of drugs or alcohol will not be tolerated and may be asked to vacate the Centre. Persons under the age of 18 are not to be served or consume any alcohol on the premises or grounds of the Centre. No person under the age of 18 is allowed to enter into a hire contract. The Management reserves the right to refuse an already made booking with just cause, an administration fee may be charged.

Please note: In times of emergency (for example bush fire or floods) the centre may be used as an Emergency Evacuation Centre. In such (very rare) circumstances a booking may need to be cancelled. Any payments will be refunded.

Persons hiring a hall for a 16th, 18th or 21st Birthday or for an Engagement or Wedding need to have their own Public Liability Insurance, and a certificate of currency must be provided before the booking can be made.

THIS IS A SMOKE FREE BUILDING. No smoking inside any building and no smoking on verandas, within 10 metres of buildings and 4 metres of walkways and car park.

GLASS OR BOTTLES ARE NOT PERMITTED OUTSIDE THE BUILDING.

Holding Deposit / admin fee:

\$20.00 is required to secure the date of your booking. This will be deducted from the hall hire total. The balance and bond are to be paid in full, four weeks prior to the date of the function. A non-refundable administration fee of \$20.00 is charged for cancellations.

Bond:

The bond will be refunded (less any charge for damages, cleaning or other costs) in the week following the function. Air conditioning is only to be used during the hire time, and if left on overnight a fee will be deducted from the bond refund.

Charges – Doors or Windows left unlocked, Lights or Air Conditioning left on, Zip water heater left on or Alarm not set - **\$50**. Security Company call out - **\$100**. Rubbish removal or additional cleaning required – at cost incurred.

Damages:

The hirer agrees to be liable for any full cost of repairs for damages to the contents and structure both of and within the grounds of the North Richmond Community Centre caused by persons attending the Centre during the period of their hire. You must inform Management of any damage incurred. In the case of an emergency please contact Hawkesbury City Council on **4560 4444** or a staff member as soon as possible.

Office hours at North Richmond Community Centre are Monday to Thursday 9am to 4.30pm, but a phone message can be left at any time on **4571 1909**, or email nrcc@northrichmond.org.au. If in the opinion of the Management Committee of the Centre the Hirer has not exercised reasonable control over persons attending their function, future bookings may be refused.

Tables and Chairs:

Chairs and tables are stored in both hall storage cupboards. The Hirer is responsible for setting up and returning tables and chairs etc. to storerooms, any dirtied must be cleaned before returning. Tables and chairs should be stacked as per the signs, for your safety no more than 10 tables per trolley or 10 chairs per stack.

Rubbish:

At the end of the hire period the Centre should be left clean and tidy with all rubbish removed and put into the bins in the enclosure outside the kitchen. The security key will open the padlock. If the outside bins are full, the extra rubbish must be removed on the day of the function and not left outside.

Decorations:

Under no circumstances must decorations cause damage to the building or fittings. If you need to leave the Centre and reset the alarms, please take care that balloons are not positioned where they could trigger the alarm sensors if the air conditioning is on. If using candles please ensure the carpet, furniture etc. is protected from any wax.

Friday Night Set Up:

There is an additional fee of \$100.00 for Friday night set ups; each application will need to be assessed individually as Groups can and regularly do book the Halls on Fridays. Set up can be done once Friday groups have finished using the Halls.

First Aid Kit:

It is recommended that Hirers bring their own First Aid Kit to their function. A small First Aid Kit is available in the kitchen. Please report if anything is used so it can be restocked.

Function Finishing Time:

In accordance with Council regulations, and as this is a residential area, functions are to finish at 12 midnight, unless an extra fee of \$50.00 is paid to continue until 1am, be sure to allow adequate time to pack away and clean up thoroughly and leave the Centre ready for the next group. Please be considerate towards neighbours when arriving and leaving.

Alarm & Security:

Hirers will be held responsible for security at the Hall – **please be sure to check all doors and windows are locked and re-set the security alarm before leaving the Centre.** Failure to do so will cause additional security costs which will be deducted from the bond. Please also note that the Centre cannot take any responsibility for loss of equipment or personal items (which are left/set up in the Halls) belonging to the Hirers.

Key Return and Inspection:

The Centre cleaner will meet you for the inspection of the Centre at **8.30am on the morning following your function** unless other arrangements have been made. It is at this time that you will hand back the security key to the cleaner.

It is important that you are here for this inspection, if any damages are noted then the cost of repairs or cleaning will be deducted from your bond.

Contact Numbers:

Inspections:	Cleaner	Ph: 4571 3236
Assistance with alarm (if needed):	Management Committee Member	Ph: 4571 1320
Hawkesbury City Council		Ph: 4560 4444
Security Company:		Ph: 131 911

Checklist – When leaving, the hirer will ensure that:

- Kitchen area, stove and fridge are left clean & tidy, rubbish removed & zip heater turned off
- Halls used are left clean & tidy, all floors swept (& mopped if required)
- Grounds are also to be checked and left clean and tidy
- ALL doors and windows locked
- ALL lights (including toilets) and air-conditioning turned off
- Alarm is set
- Security door is properly locked