



**North Richmond Community Centre Inc.**

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# REGULATIONS CONTROLLING THE HIRE OF THE CENTRE

## For permanent bookings (minimum 10 per year)

**North Richmond Community Centre Inc. is not responsible for Public Liability Insurance for your Group.**

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/ persons using any part of the facilities during the period of their hire.

The Hirer agrees to be liable for the 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](mailto: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 group, current bookings may be cancelled and future bookings refused.

It is expected that all Hirers respect other people's use of the Centre and be considerate towards the neighbours. Management and staff retain 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.

**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.**

**FEES:** For current hall hire fees please refer to the Hall Hire Rates form

- Minimum hire period will be ONE HOUR and fees will be charged in HALF HOURLY periods thereafter.
- ALL FEES ARE TO BE PAID IN ADVANCE. Permanent bookings pay for every week, unless dates of non-attendance are listed on the back of the application form.
- NO REFUND WILL BE GIVEN FOR NON-ATTENDANCE (space is being reserved).  
If Groups are having difficulty in meeting payments, please contact the office to discuss options
- PLEASE NOTE: Unpaid fees of 6 weeks and over, reserved the Management Committee the right to cancel the booking with two weeks' notice if no other arrangements have been made.
- 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

### **BOOKINGS:**

- All bookings are subject to Management Committee approval and are secured for the current annual period. Applications must be renewed each December for the following year.
- A refundable bond of \$200 applies to new bookings.

- A refundable key deposit of \$50 applies to new bookings.
- Hirers are responsible for Public Liability Insurance for their Group. A copy of the Certificate of Currency needs to be held by Centre Administration at all times.
- Hirers are responsible for PPCA/ relevant licences if recorded music is used during the period of hire.
- Management reserves the right to vary (if necessary) the area utilised by the Hirer.
- ONE MONTH'S NOTICE is required from permanent hirers for either: Cancellation or change of agreed hire period
- Prior casual bookings have priority over additional requests by permanent hirers.
- The area hired must be vacated PROMPTLY after the booking period so the next Group can gain access on time. If your group requires time to set up and clear away, please allow time for this when making your initial booking.
- Hirers needing a key for access will be asked to complete a Key Register form and pay the \$50 key deposit (refundable upon key return). An alarm code will be allocated to each key holder. If keys are handed to a different key holder ensure office staff are given updated details.
- If the alarm is activated and Security has to attend, a call out fee will be charged to the Hirer responsible. If any locks are changed or padlocks attached to cupboards Management approval must be given and Management must be given a copy of the key/s.
- Hirers may have the use of a storage cupboard if one is available. It must be kept clean, tidy and free of any corrosive and/or flammable liquids. The hirer is responsible for any insurance of goods stored in cupboards. All food must be stored in airtight containers in the kitchen area. No perishable goods to be stored in the storage cupboards in the halls.
- The hirer is responsible for setting up furniture as required and returning all furniture to the store rooms at the end of the session. Tables must be wiped down if dirtied and left clean and ready for use by the next Group. If using candles please ensure the carpet, furniture etc. is protected from any wax.
- Air conditioning is only to be used during the leasing time and if left on overnight a fee will be charged.
- For your safety, use trolleys to move tables and chairs and do not drag across the parquet floor.
- Foyer and Meeting Room furniture to be left clean and returned to its original position.
- Under NO circumstances must displays be fitted in such a way as to cause any damage to the buildings or fittings.
- All groups using outside areas are to check for broken glass etc. before allowing children access to the area.
- It is strongly advised the Groups bring their own First Aid Kit to their activities.
- Noise - No loud noise after 9pm on weekdays (i.e. music for exercise classes, dance groups, band practice etc.).

#### **BEFORE LEAVING THE CENTRE, THE HIRER IS RESPONSIBLE FOR THE FOLLOWING:**

**HALLS & GROUNDS:** Halls should be swept clean, dustpans and brooms etc. are located near the kitchen external door. Rubbish can be put in the bins in the kitchen or in the outside bin enclosure, security keys also open the padlock. A fee will be charged to the Hirer for any rubbish requiring disposal. Grounds are to be checked and left CLEAN & TIDY.

**KITCHEN:** Kitchen to be left CLEAN & TIDY- Bench tops to be left clear and wiped if necessary. Any spills on stove top, hotplates, grill or oven must be cleaned. Any food left in the fridge to be regularly checked and thrown away if out of date. Floor to be swept and mopped if necessary. Any crockery used to be washed, dried and returned to the pantry or cupboard it came from. A CLEANING FEE will be charged to the Hirer if the kitchen is left dirty or untidy.

**SECURITY:** Each group is responsible for securing the area they hire and the adjacent toilets, foyer and kitchen. **THE LAST GROUP IN THE BUILDING IS RESPONSIBLE FOR CHECKING THE WHOLE CENTRE AND ENSURING DOORS AND WINDOWS ARE LOCKED.** If the building is found unsecured, the last group to use the Centre will be considered responsible. After three warnings, the tenancy of the group/organization will be reviewed by the Management Committee.

#### **Checklist – When leaving, the hirer is to ensure that:**

- All lights (please check toilets) and Air-Conditioning turned off**
- Alarm is set if you are the last to leave (please ensure no workers in offices)**
- Security door is properly locked**
- All doors and windows locked**
- 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**