



The Hill Kariong | The Hub Erina | Yirang Kincumber

GOSFORD CITY COUNCIL

Youth Centre

HIRE POLICY

Date: March 2014

Review Officer: Team Leader Youth Services

CONDITIONS OF HIRE – GENERAL

This document must be read and signed by all hirers at the time of booking

1) Hire Rates

a) All hire charges are available on the Gosford City Council website or from the centre coordinators –

Kariong – Ph 4304 7039 or e- kariongyouthbookings@gosford.nsw.gov.au

Kincumber – Ph 4304 7070 or e- kincumberyouthbookings@gosford.nsw.gov.au

b) Please note that fees and charges are reviewed every 12 months by Council. Price quotations are subject to change if new fees and charges are adopted by Council.

2) Access & Bookings

a) Bookings must be made with the Youth Centre staff during office hours: 10am - 5pm Mon-Fri. The Youth Centres are closed on all public holidays.

b) All applications for hire are subject to approval by the coordinator.

c) Youth Services staff have the authority to deny access to a hirer where an activity is considered inappropriate for the building.

d) To ensure fair room allocations to all hirers, bookings will be entered by receipt date.

e) Youth Services staff will periodically review all current hirers and bookings.

f) Three times in any 26 week period the Council reserves the right to make the facility available to other organisations with no financial recompense to the original hirer; regular hirers will be advised as soon as possible of any changes that may need to occur.

g) All bookings must start and finish within the booking times (including setup and pack down) so as not to impose on the previous or next hirers, and to ensure security requirements are adhered to. No exceptions will be allowed and extra charges will apply if this condition is not met.

h) Hirers must notify Youth Services staff of cancellations prior to the hire date. Cancellations made after this time will result in the hirer paying the full hire fee for the room. Hirers that make a booking for a full term will be charged the full hire fee for non attendance.

i) Prior to hiring the Centre a site induction will be conducted with you, the hirer. Where you are hiring the Centre outside of the Centres normal hours of operation, you are required to make an appointment at least 1 day prior to the booking to undertake the Site induction, pick up the security access card and run through the entry/exit and alarm pad procedures.

j) All swipe cards and keys issued are to be returned on the next business day following the hire period.

k) Failure to adhere to any of the Conditions of Hire may result in the hirer's bond being forfeited and/or future access to the Centre denied.

l) In the case of large functions additional conditions apply. In some instances, bookings for large after-hours business functions will only be secured upon payment of a Bond of \$500 and before issue of key/card.

3) Hours

a) Access to the Youth Centre can only occur between 6.00am - 12.00pm.

b) Access outside these hours may only be negotiated in special circumstances.

4) Payment

Cash, cheque and EFT payments can be made at any Council Customer Service Centre. Customer Service Centres are located at Mann St Gosford, Kincumber Library, Woy Woy Library or Erina Centre. Payments may only be made by presenting your invoice. If you do not have an invoice, please contact the Centre staff.

5) Equipment & Furniture

a) The hirer is responsible for setting up the room and also for returning the room to its original layout.

b) Time for setup and pack down **must** be included in the booking time. No exceptions will be allowed and extra charges will apply if this condition is not met.

c) At the completion of the hire period, **all** equipment used by the hirer (e.g. tables, chairs, whiteboards, etc.) must be returned to its original layout location in the room as per the diagram on the wall in each room.

d) A **\$50.00 cleaning fee** will be charged if any extra cleaning tasks or moving of furniture is required for council staff to restore the area used to its previous condition.

e) Youth staff are **not** available at any time to assist with set up or pack down. If hirers are unable to move furniture, etc. with the equipment provided, they should ensure they bring or hire assistant/s to help them.

f) For occupational health and safety reasons:

i) Chairs must be stacked neatly, with each stack to be no more than 10 chairs high.

ii) No person should carry any more than 2 chairs at any one time.

iii) Tables are to be lifted on and off the trolley by a minimum of 2 persons.

iv) Tables and chairs are only to be moved with the use of the trolleys. Trolleys can be found in the large storeroom.

- g)** Furniture should **never** be dragged across the floor.
- h)** When hiring the Youth Centre, all furniture and hired equipment must be returned to the storeroom and the lights and air conditioning turned off in the Centre.
- i)** Any equipment brought in by the hirer is done so at the hirer's own risk. Council will accept no responsibility for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given.
- j)** All equipment brought in by the hirer must be removed from the premises by the hirer after each hire period or by 10pm each night for bookings that fall on multiple days.
- k)** The hirer must pay for any damage caused by equipment brought into the building by the hirer, especially faulty electrical equipment.
- l)** Council does **not** provide extension cords, power boards, video cables or data projector cables of any kind. All hirers **MUST** provide these items themselves, both for their own electrical equipment and for equipment hired from the Youth Centre.
- m)** All electrical equipment must be tested and tagged by a qualified tradesperson.
- n)** Council makes no provision of food, beverages, utensils, crockery, glassware, dishwashing liquid, or First Aid kit and supplies. All of these items must be organised and supplied by the hirer.
- o)** At the completion of the hire period, all AV equipment must be returned to Youth centre staff. If hirers take breaks between sessions during the hire period, the room must be locked until the session resumes and the facilitator in charge is present. The hirer will be held liable for any missing or damaged equipment.
- p)** Under no circumstances may any cooking equipment (e.g. microwaves, barbeques, toaster ovens, toasters, or gas bottles) be used or stored in any part of the Youth Centre.
- q)** Limited storage space can be made available in special circumstances. Applications for storage can be made to Youth Centre Coordinator. Conditions apply.

6) Cleaning

- a)** The hirer is responsible for ensuring that the hired area is left in a clean and tidy condition.
- b)** **At the conclusion of the booking, if food, liquids, debris or any other rubbish is still present, hirers will need to bring their own cleaning equipment to ensure that all food and rubbish is removed from the floor and all tables are wiped.**
- c)** Excess rubbish must be bagged in large sturdy garbage bags and put in the large bins in the centre carpark.
- d) Please note:** Soiled baby nappies/diapers are to be removed from the premises by the hirer and disposed of responsibly.
- e)** A **\$50.00 cleaning fee** will be charged if any cleaning tasks or any moving of furniture is required to restore the area used to its previous condition.
- f)** If the kitchen is used, benches and sinks must be cleaned. If the dishwasher or refrigerator has been used, it must be emptied after use.

g) Hirers who run sporting activities must either clean the walls and floors where marked by their use or bring nets or other barriers to stop equipment, balls, or persons from causing marks or other damage.

7) Public Liability

All hirers must provide copy of your certificate of current public liability insurance at the time of making a booking. The minimum cover required is \$10m.

8) Alcohol and Smoking

a) If alcohol is consumed on the premises, it must be confined to the area hired and relevant liquor licence must be obtained and submitted with application for hire.

b) Large sturdy garbage bags must be used in which to place used bottles and/or cans.

c) No alcohol is to be sold on the premises.

d) It is illegal to provide alcohol to children who are under 18 years of age.

e) No smoking is allowed inside the buildings or within five metres of the entrance to the buildings at any time.

9) Security / Damage

a) In the case of any damage, breakages, or costs incurred for replacement item or lost keys and/or swipe card(s), an invoice will be issued to the hirer stating the date the damage or loss occurred, the nature and extent of the damage or loss, the action taken and the cost incurred.

b) A **minimum \$50 call-out fee** will be charged to the hirer as a result of a council security company or staff member being called out to attend and rectify any situation as a result of windows and doors being left open or the alarm being activated or deactivated incorrectly.

c) Automatic doors, security doors, fire doors, room doors, or windows are **not** to be propped open by any means or under any circumstances.

Council has the authority to cancel or deactivate the hirer's swipe card(s) if this practice continues after a warning has been issued.

d) Any hirer who has tampered with the automatic doors, security doors, fire doors, room doors, or windows when there is no emergency situation, or who has left doors open, or who has used the doors or windows in a way to cause them to become unaligned and unable to be closed, will be charged a **minimum \$50 call-out fee** for council security company or staff member to attend and rectify the situation. Should any further damage be occasioned to the automatic doors, security doors, or fire doors, the responsible hirer will be required to pay all charges incurred for repairs.

10) General

a) Where there are children under the age of 9 years in any of the buildings, the Council policy "**CO.14 Unattended children in public libraries**" applies. This policy is available on the Gosford City Council website.

b) On completion of the booking, all doors must be closed and locked, all lights and electrical equipment turned off and any equipment brought in by the hirer must be removed.

c) The last hirer to leave the building is responsible for ensuring that the building is secured and the alarm system is armed correctly.

- d)** Existing notices, booking sheets, signs, posters or displays must **not** be touched or covered unless Youth Centre staff have given prior written permission.
- e)** No posters, decorations etc. are to be attached to walls or notice boards.
- f)** Under no circumstances are streamers, balloons or other decorations to be attached to any fan, other cooling device, heating device or air intake/outlet, or ceiling.
- g)** Under no circumstances are helium-filled balloons to be used inside any of the buildings. Helium balloons will set off the security alarm when the building is vacant.
- h)** Under no circumstances are candles or incense to be burned inside any of the buildings. These will set off smoke detectors and are also contrary to the building's lease agreement.



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GOSFORD CITY COUNCIL – Youth Centres

CONDITIONS OF HIRE ACKNOWLEDGEMENT

Please complete the following. You must sign the acknowledgement; detach this page and return to Youth Centre staff. You should retain the Conditions of Hire document for your own information.

Organisation _____

Name: _____

Postal Address: _____

Phone: _____ Fax: _____

E-mail: _____

Booking date and Time _____

Room Required _____

Equipment Required _____

Public Liability Insurance Company _____

Policy No. _____ Expiry Date _____

Adjustments to this document without prior agreement from Gosford City Council will deem this contract invalid. Any amendments to event requirements may result in pricing changes. I acknowledge that I have read and accepted the Conditions of Hire, which is the agreement between the hirer and Gosford City Council.

Signature and _____ Date __ / __ /20__

Staff member signature _____ Date __ / __ /20__

Please note: Person signing must be at least 18 years of age