

VENUE HIRE APPLICATION

About this form

Use this form to apply for venue hire from the many venues the City of Ryde has to offer including meeting rooms, community centres and halls.

Fees and Charges

The fee for Venue Hire can be found at www.ryde.nsw.gov.au/feescharges

How to lodge this form

Please ensure all fields have been filled out, and fields marked with an asterisk * must be completed otherwise the City may be unable to process your application. Forms must be completed by an adult 18 years and over. Once completed, forms can be submitted by:

Email cityofryde@ryde.nsw.gov.au **Fax** 02 9952 8322

Mail Locked Bag 2069, North Ryde NSW 1670

In person Customer Service Centre, 1 Pope Street, Ryde

PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with

Company / Organisation	<input type="text"/>	ABN No.	<input type="text"/>
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other <input type="text"/>		
Given Name*	<input type="text"/>	Family Name*	<input type="text"/>
Postal address*	<input type="text"/>		
Suburb*	<input type="text"/>	Postcode*	<input type="text"/>
Preferred contact*	<input type="checkbox"/> Mobile <input type="checkbox"/> Phone		
Mobile	<input type="text"/>	Phone	<input type="text"/>
Email*	<input type="text"/>		

PART 2 : VENUE

Choose your venue below and ensure you don't go over the maximum capacity

Please tick your selected venue	Location	Dinner or Dance Max Capacity	Meeting or Concert Max Capacity
<input type="checkbox"/> Civic Hall	1 Devlin Street Ryde	460	700
<input type="checkbox"/> Eastwood Hall	159/161 Shaftsbury Road, Eastwood	100	100
<input type="checkbox"/> Shaftsbury Place	167 Shaftsbury Road, Eastwood	0	30
<input type="checkbox"/> Eastwood Meeting Room	159/161 Shaftsbury Road, Eastwood	0	20
<input type="checkbox"/> Eastwood Women's Rest Centre	Hillview Road, Eastwood	0	45
<input type="checkbox"/> Eastwood Kiosk	150 Rowe Street, Eastwood	N/A	N/A
<input type="checkbox"/> Brush Farm House/Hall/Meeting Rooms	19 Lawson Street, Eastwood	100	100
<input type="checkbox"/> Marsfield Community Centre	1A Trafalgar Place, Marsfield	0	80
<input type="checkbox"/> North Ryde School of Arts Hall	201 Coxs Road, North Ryde	250	400
<input type="checkbox"/> North Ryde School of Arts Meeting Room	201 Coxs Road, North Ryde	0	50
<input type="checkbox"/> West Ryde Community Centre	3-5 Anthony Road, West Ryde	140	140
<input type="checkbox"/> West Ryde Community Centre Meeting Room	3-5 Anthony Road, West Ryde	0	30
<input type="checkbox"/> Shepherds Bay Community Centre	3A Bay Drive, Meadowbank	120	120
<input type="checkbox"/> Gladesville Library Meeting Room	6 Pittwater Road, Gladesville Library	0	42

PART 3 : DETAILS OF HIRE

Attached a separate sheet if you require more space for your booking request

Hire start date* / / Hire end date* / /

Multiple dates

Start time of hire (Including set-up and pack-up)* : am/pm End time* : am/pm

Description of activity*

Estimated attendance*

Please list any items to be sold:

If tickets are sold for the event, please detail the price:

(Note: tickets are not permitted to be sold at the venue during the hire period) \$

Describe all advertising which is proposed for the hiring:

(Note: The hirer shall not advertise any activity or entertainment of a hiring or erect, affix, paint, post, chalk or display any sign, notice, device or representation in the nature of an advertisement anywhere without City of Ryde's written permission).

Please list all equipment / furniture / decorations sound or lighting accessories that will be used during the hiring:

If the emergency services attend for any reason due to the hirer/hiring, the full cost plus any administration charges will be paid by the hirer. (Note: The use of any kind of pyrotechnics, fireworks, candles and smoke or dry ice machines in any venue is strictly forbidden).

Do you need additional requirements for your event?

Set-up pack-down/seating plan/microphones/security guard/waste bin hire/projector/sound system/whiteboard/kitchen/storage/parking.

If entertainment is proposed, please provide details:

Is the use of the kitchen required?*

Hirers are responsible for providing their own utensils, crockery, kitchen supplies, rubbish removal for each hire period.

No Yes, please provide details:

Will Alcohol be supplied, BYO or sold at this event? * Supplied BYO Sold Not applicable

Caterer Name (if applicable)

Contact Name

Address

Suburb Postcode

Mobile Phone

Email

Initial* Date* / /

PART 4 : SUPPORTING DOCUMENTATION CHECKLIST

Details of supporting documentation

Before you submit this application, please check that you have: (please tick)

- Completed this application in full
- Provided evidence of a \$20 Million Public Liability Insurance or approval to use the Casual Hirer City of Ryde Public Liability Insurance
- Selected which Category you are applying for and attached the relevant documentation

The definitions for Funded or Unfunded Community hirers are contained in the City of Ryde Fees and Charges Schedule found at www.ryde.nsw.gov.au/feescharges

Supportive Documentation must be provided for Funded or Unfunded Community Groups

Which category are you applying for?

- Standard** - No attachments required
- Funded** - Attach evidence of State or Federal Funding
- Unfunded** - Provide one of the following:
 - Copy of certificate of Australian Charity Registration and copy of your organisations constitution
 - Certificate for registration with the Australian Tax Department as a Not-for-profit organisation (Income tax exempt certificate)
 - An audited annual report or Statutory Declaration stating your groups expected income and expenditure for the booking period

PART 5 : FEES AND CHARGES

Details of amounts including GST supporting this application

Bond	\$	<input type="text"/>
Hall Hire Fees	\$	<input type="text"/>
Security Charge	\$	<input type="text"/>
Insurance Contribution	\$	<input type="text"/>
Other	\$	<input type="text"/>
<hr/>		
TOTAL	\$	<input type="text"/>

PART 6 : DECLARATION

All boxes in this section must be ticked and accepted and the applicant must sign the form prior to Council processing your application

- I certify that the above information is true and correct in every detail. I understand that if the information declared on this form is not true and correct, City of Ryde Council may refuse my application.
- I agree to abide by Councils adopted fees and charges schedule.
- I have read and completely understand both the terms and conditions of use and hire; including, Councils adopted Halls and Meeting Room's for Hire Policy, both my nominated representative and I agree to abide by these.

Signature*

Date*

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PART 7: TERMS AND CONDITIONS

General Conditions

- 1) Hirers agree to abide by City of Ryde's Community Halls and Meeting Rooms Hire Policy.
- 2) Rights and obligations under this agreement are not transferable without the written approval of the City of Ryde. The hirer cannot transfer, assign, sub-let or sub-hire His or Her rights under this Agreement.
 - a) If the application is made personally, the person will be responsible for compliance with the conditions, payment of fees and charges or liabilities which become payable in respect of the hiring.
 - b) If the application is made on behalf of a group, company or other body, the person must produce evidence of authority to commit the group, company or body to be bound by Terms and Conditions. The obligations imposed will be a joint responsibility of the person and the group, company or body.
- 3) It is the responsibility of the hirer to check the condition of the venue immediately prior to occupation and determine whether the venue is fit for intended use.
- 4) When entering the venue hirers are to make themselves aware of the emergency evacuation procedures displayed within each venue.
The hirer is to ensure that emergency exit routes remain clear at all times.
- 5) Closed Circuit Television (CCTV) cameras may be in operation on Council premises. Recorded images are collected and held by City of Ryde Council.
- 6) The hirer is responsible for all that occurs during a hiring. If the hirer is compromised or is absent at any time; the hirer shall appoint a representative to be responsible jointly with the hirer. The appointment and identity of any hirer's representative shall be made known to the Council before the event.
- 7) If any hirer enters the venue without prior approval it may be deemed as trespassing and the appropriate authority notified.
- 8) If alcohol is to be consumed at an event the *Liquor Act 2007* and *Liquor Amendment Regulation 2016* must be adhered to. The hiring will not take place unless any required licence is produced. Refer to the Department of Industry (Gaming and Liquor for more information) www.liquorandgaming.nsw.gov.au
Hirers will forfeit their security deposit if alcohol is consumed and appropriate notification has not been sought and provided to Council.
- 9) All hirers who work/volunteer with children or provide a service to children under the age of 18 years old are required under legislation to complete a *Working with Children Check (WWCC)*. If the hirer has multiple staff working/volunteering with children, all are required under legislation to complete a WWCC. Hirers must verify the WWCC with the Office of the Children's Guardian. The WWCC is valid for five years. For further information and details contact: www.kidsguardian.nsw.gov.au or email: check@kidsguardian.nsw.gov.au.
- 10) Council reserves the right to refuse the hiring of its venue without stating a reason for refusal. Council shall not be liable in any way for loss or damage caused by the exercising of this right.

Fees and Charges

- 11) Fees are charged as per the City of Ryde's published Fees and Charges available at www.ryde.nsw.gov.au/feescharges. Council reviews fees and charges in line with the financial calendar year (July - June). Any changes will be effective from 1 July each year. Changes to fees and charges will apply to existing bookings for the applicable period following the date of adoption by Council.
- 12) Hire charges for casual hirers (those organisations or individuals hiring a Council venue less than 10 times per calendar year), are payable in advance at the time of booking.
- 13) Regular hirers (10 or more booking per year) will be invoiced. It is the hirer's responsibility to ensure all invoices are paid in accordance with their hire agreement. Failure to make payment in accordance with these terms may result in Council terminating a hire agreement and requesting the return of the venue keys.
- 14) A refundable deposit shall be paid prior to the hire to secure the booking.
 - a) There shall be a deduction from the deposit for the costs of repairing or replacing any damage to the venue, any of its keys, attachments, fittings or fixtures, or for additional cleaning of the venue in the event of a breach.
 - b) The deposit or any balance thereof shall be refunded to the applicant after return of the keys and deductions pursuant to paragraph (a).

Cancellation Policy

- 15) For casual bookings (less than 10 a year) an amount of the bond shall be forfeited equivalent to the minimum hire charges if less than 3 months' notice is given of a cancellation.
- 16) For regular hirers (10 or more bookings a year) one months' notice is required to avoid being charged for the booking.
- 17) Cancellations or amendments for hire will only be accepted in writing (email is accepted). Please send notification to City of Ryde email address cityofryde@ryde.nsw.gov.au

Initial*

Date*

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PART 7: TERMS AND CONDITIONS (CONTINUED)

Use of Facility

- 18) The hirer must pick up the keys from the Ryde Customer Service Centre at 1 Pope Street, Ryde, or North Ryde Office Binary Centre, Building 0, Level 1, 3 Richardson Place, North Ryde. Alternatively a Council representative may meet a hirer on site and hand over any key or swipe cards if pre-arranged.
- 19) The venue must always be kept neat and tidy and be left in a reasonable condition. The kitchen must be thoroughly cleaned (the hirer is to provide cleaning equipment and detergents).
- 20) The venue must be locked and secured by the applicant at the completion of use and all lights and equipment turned off.
- 21) Nails, screws, sticky tape, or any other fastenings must not be used or attached to walls, floors, furniture or fittings.
- 22) No naked flames of any type may be lit or utilised within the venue including candles or tea lights. No open fires/candles of any type may be lit in the surrounding grounds. Smoke/fog machines or similar are not permitted within Council venues.
- 23) Smoking is not permitted within any Council venue or within 10 metres of the venue. It is the responsibility of the hirer to ensure this condition is strictly adhered to by all guests.
- 24) Animals and ball sports are not permitted inside venues unless written permission is attained from Council.
- 25) Any item brought into the venue by the hirer must be removed entirely from the premises at the end of the booking, this includes all garbage. Garbage must not be disposed of in any receptacles around the premises.
- 26) Activities conducted within a venue must not impact on other hirers or general public.
 - a) Amplified music and general noise levels must be kept at a reasonable level under the Protection of the Environment Operations (Noise Control) Regulation 2017. Further information is available at www.epa.nsw.gov.au/your-environment/noise.
 - b) The hirer is not permitted to use any part of the concourse, colonnade or pavement area outside of the venue other than for normal pedestrian access.
 - c) Signs are permitted within the perimeter of the venue for the duration of individual bookings and must be removed prior to leaving the venue on each occasion.
- 27) Any vehicles found parking illegally during the event will receive an infringement notice in accordance with the Road Rules of 2014.
- 28) Property not belonging to Council that is kept at the venue during the term of a hire agreement will be at the owner's risk. Council shall not be held responsible for any personal property left at the venue and Council is authorised to remove and dispose of all property/equipment.

Public Liability Insurance

- 29) The hirer must ensure a certificate of currency for public liability insurance for not less than twenty million dollars (\$20,000,000.00) coverage either for themselves or any third party in attendance. This is required by all persons hiring Council venues (other than for private functions).
- 30) Public liability insurance must be in the same name as the booking and must be provided to Council at the time of booking.
- 31) Individuals holding a private function such as a birthday party, wedding or christening will be covered by Council's public liability insurance. Hirers should note that a two thousand dollar (\$2000.00) excess is payable by a hirer arising from any claim caused and/or arising from a hire.
- 32) Hirers employing professionals, i.e. jumping castles, fairies, catering, disc jockeys, and the like, must provide Council a copy of the service provider's public liability insurance for not less than twenty million dollars (\$20,000,000.00), no less than two weeks prior to the venue hire.
- 33) Should a hirer's public liability insurance policy expire during the term of hire, it is the hirer's responsibility to provide Council with a copy of the insurance policy renewal. A lapse of insurance constitutes a breach of the hire agreement.

High Risk Functions

- 34) High risk functions are considered to be but not limited to 16 - 21 year old birthday parties, youth events, large crowd events and live music events.
- 35) Where guests are under the age of 21, Council requires assurance that there will be a ratio of one adult over 21 years of age to every 10 guests under 21 (with the exception of school concerts or similar events). The adult supervisors must be capable of maintaining order at the functions. Failure to provide this ratio of supervision may result in forfeiture of all or part of bond regardless of damages caused.
- 36) Hirers are required to register their function/event on the NSW Police Force website www.police.nsw.gov.au/online_services/party_safety. Registration can be completed online or through contacting the local Police station directly. Upon completion of the registration, the hirer will be issued a registration number. This number is to be provided to Council not less than 30 days prior to the booking.
- 37) Persons under the age of 18 years must not be served, supplied or sold liquor. To do so is an offence under the *Liquor Act 2007* and *Liquor Amendment Regulation 2016* and may be subject to a penalty/fine. Refer to clause 8 for consumption of alcohol in Council owned venues.
- 38) Where Council determines Licensed Security Guards are required, Councils nominated Security supplier must be used. This will be charged in accordance with Council's fees and charges.

Initial*

Date*

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PART 7: TERMS AND CONDITIONS (CONTINUED)

- 39) Functions are to be contained within the venue. Guests are not permitted to congregate in outside areas including car parks or streets.
- 40) To minimise opportunities for uninvited guests, only one door of the venue should be used for exit and entry with supervision from hired security guards and responsible adults be provided at all times.
- 41) The event must not be openly advertised without prior written consent from Council. This includes advertising via the internet, social media and online forums.

Indemnification and Termination of Agreement

- 43) The hirer will occupy and/or use the venue at his/her own risk.
- 44) Neither the Council nor its employees shall be liable for any loss, theft or damage sustained by the hirer, any person associated with the hirer or any person attending the venue.
- 45) The hirer will indemnify and keep Council indemnified for and against all claims, actions, suits, costs and demands which may be made or recovered against Council by any person whatsoever in respect of any loss, injury (including death) or damage sustained in respect of or arising out of the hiring or use of the venue except to the extent that such loss, injury or damage is caused by the negligence of Council, its servants or agents.
- 46) Council reserves the right to terminate a hire agreement as a result of inappropriate, intimidating and/or threatening behaviour from a hirer or their guest(s) towards City of Ryde Council staff, other hirers and/or members of the general public. Termination will be subject to the relevant Council policy.
- 47) In the event that the hirer commits a breach of the Venue Hire Agreement and/or any of the above Terms and Conditions, Council may terminate the agreement and require immediate vacation from the venue. Council will not forfeit any right to action which may arise from such termination. The hirer will be liable to pay all fees and charges.
- 48) The Council may at any time before the use of the Venue, cancel the hire of the Venue by giving written notice of such cancellation to the hirer. If the Council cancels the hire pursuant to this contract, all monies paid will be returned to the hirer. The Council is not liable to the hirer for any loss or damage incurred by the hirer as a result of such cancellation.
- 49) Council reserves the right to periodically update these Terms and Conditions of Hire Community Venues. Changes will be communicated to hirers and hire agreements updated as required.

Terms and Conditions for Shepherds Bay Community Centre

- a) Use must not exceed 120 people.
- b) The premises may only be booked any time between the following hours:
Monday to Saturday - 8.00am to 10.00pm
Sunday* 10.00am to 9.00pm

These times must include time for set up and pack down.

*The General Manager may approve a Sunday use commencing between 8.00am and 10.00am where the General Manager is satisfied that there will be no detrimental impact on residents amenity.

- c) All activities must cease and the Venue and surrounding areas must be vacated by 10.00pm. Failure to comply with this may result in the complete loss of the bond and may incur additional charges to the hirer. All future bookings will be immediately cancelled
- d) False alarms will affect residents and may incur penalties from the Body Corporate should fines be received from the NSW Fire Brigade. Furniture and other contents of the Venue are not to be removed from their usual positions without reference to and permission from the Council's representative.
- e) The hirer shall ensure that Bay Drive between a line 15 metres east, west and south of the entrance of the Venue is kept clean and tidy during the use of the Venue and is inspected after use to ensure all litter is removed, including cigarette butts and the like.
- f) No alcohol is to be provided and/or consumed at this Venue without the approval of the General Manger or their representative.
- g) Patrons of the Venue are to be aware of the adjoining residential apartments, including residents in the immediate floor above the venue. At all times, all patrons of the Venue shall consider the amenity of its neighbours and shall take all reasonable measures to ensure that adverse impacts to the surrounding area do not occur.
- h) If residents of the adjoining residential apartments deem it necessary to call the after-hours Council number due to disruption caused by patrons of an event on any night, a charge per call out, after investigation, will be applied to cover additional security and administration costs.
- i) If the hirer is bringing in its own speaker system (provided that written approval has been obtained from the General Manager) they are to be located on the isolation mounts provided to avoid direct transfer of noise/vibration into the building envelope.

In the event of an emergency, please telephone emergency services on 000.

To report damage or issues regarding a Council building please contact 9952 8222. This number is manned 24 hours 7 x days a week.

To report non-urgent issues or to provide feedback, please email cityofryde@ryde.nsw.gov.au

Signature*

Date*

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