

Dear Hirer,

Thank you for your inquiry regarding hiring of the Undercroft (please circle) Community Room, Training Room, Foyer at the Camden Civic Centre on the .....  
Please find enclosed a copy of the Camden Civic Centre's Undercroft Facilities Terms and Conditions and the Undercroft Facilities Hire Agreement. To confirm your booking a deposit of half the hire fee is required. **Please be aware the cost of hire is subject to change.**

Please read the hire agreement and the terms of hire carefully before signing and returning to the centre. Your signature on the Hire Agreement commits you to accept and honour each condition. Failure to comply with the terms and conditions will result in the loss or part thereof of your bond.

The balance of monies is to paid 14 days prior to your booking to the Camden Civic Centre, Oxley Street Camden.

Council reserves the right to not accept any booking that it considers inappropriate for the facility.

Yours sincerely,

MANAGER  
CAMDEN CIVIC CENTRE

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## ***Undercroft Facilities: Terms and Conditions***

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### **The Hirer must:**

- Be 18 years of age or over.
- State precisely the type of activity to take place in the centre on the signed agreement.
- Under no circumstances enter any areas other than the section hired for the purpose of the event.
- Adhere strictly to the hiring hours; entering early or delaying departure will incur hourly overtime payments, additional hours must be booked and confirmed prior to the event.
- Notify police immediately if there is any threat of trouble.
- Report any accidents or near accidents to Camden Civic Centre staff upon return of your key. The first aid injury register located in the kitchen must also be completed.
- Ensure all windows and doors are locked when leaving the building and where required, the alarm is activated. (failure to comply will attract fees – refer to the fee schedule)
- Cover the cost of after hour securing of the venue in the event that the venue is left unsecured or not secured on departure. This will be charged as a three hour call out minimum fee – refer to charges schedule
- NOT allow smoke machines or candles to be utilised in the facility, in the event of a fire alarm activation the venue must be vacated with patrons gathering in the designated point (refer to plans displayed within the venue). All charges associated with a fire alarm will be charged to the client. The current rate of \$1375. Will apply
- Cover the cost of fire brigade call out due to smoke alarm activation – false alarm as above
- Comply with smoke free legislation; all Camden Council buildings and enclosed areas including those of the Camden Civic Centre are smoke free zones.
- Adhere to party safe guidelines; the sale of liquor is prohibited unless the client has a valid liquor licence.
- Ensure guests do not drink alcohol outside the venue; meeting the requirements of Camden's alcohol free zones.
- Provide all necessary cleaning solutions; floor cleaner, dishwashing liquid, chux. Clients are provided with a mop, bucket and vacuum cleaner. The vacuum is to be emptied at the end of the event's cleaning.

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

### **Booking Confirmation and Bond:**

- Bookings for the Undercroft Function Rooms are to be made through the Camden Civic Centre Management during business hours Monday – Friday 9am – 5pm.
- Set up and preparation of the room for your event remains the responsibility of the hirer, this must be done within the booking period.
- Training Room bookings between 8am and 6pm Monday to Friday are to be made with Employee Relations at Camden Council. Contact number 4655 7777. After hour bookings are to be made through the Camden Civic Centre. Preparation of the room remains the responsibility of the hirer.
- Half (50%) of the total fee for your booking must be paid to confirm your booking within 14 days of placing a hold on the room. The balance of your fee and bond is to be paid 14 days prior to the booking date.
- Accounts are to be paid at the Camden Civic Centre, Oxley Street Camden.
- A bond of \$500 applies to all party bookings. This is to be paid in full when collecting the key prior to the function.
- The bond will be returned by cheque to you 21 days after booking dependant on your having met the terms and conditions of hire, any deductions will be made according to fees and charges as set out in this document.
- Please note that fees and charges are subject to change, generally from the 1 July each year. You will be notified of any changes in your hire fee as soon as possible after fees are adopted by Council.

### **Cancellation of Bookings**

- All cancellations must be received in writing, they must be provided by the hirer whose name appears on the hire agreement.
- If less than 14 days notice is given, 100% of the hire fee will be retained. If a hire fee has not been paid, the equivalent amount will be charged to the hirer.
- 
- If between 14 and 30 days notice is given, 50% of the hire fee will be retained.
- If more than 30 days notice has been given, under normal circumstances the hire fee will be refunded by cheque to the person whose name the hire agreement and booking are in, please note that a \$30.00 administration fee will be deducted from any money owing.

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## **Access to the Centre**

- As the Undercroft is a Council and community meeting space, times must be adhered to and the venue left as it is found. A checklist for the venue is attached, prior to your entry to the venue it will be checked and on departure a follow up check completed. Any issues, concerns or discrepancies will be noted on this checklist. Failure to comply with the requirements of hire will incur additional fees.
- Set up and pack up is the responsibility of the hirer and must be included as part of the booked period.
- Persons arriving prior to the booked time may be refused access to the Centre and its facilities until the booked period and / or arrival of the hirer, hirer's attendant or the appropriate centre staff.
- When resetting the room all equipment, tables, chairs utilised must be put away in the store room correctly, leaving the store in an unacceptable manner will attract fees for the re-organisation of the storage room. (note that the room is to be left in the default configuration attached)

## **Vacation of Premises**

- The hirer will be responsible for ensuring that the Centre is vacated by the scheduled time. If the Centre is not vacated by the scheduled time, an hourly overtime rate will apply until such time that the client has cleared and reset the venue.
- The hirer will be charged the hourly 'overtime' rate as listed in the fees and charges component of this document. Any extension of time must be negotiated with management prior to the booking and agreed to in writing.
- The hirer will be responsible for the behaviour and the quiet departure of guests from the Centre.
- All rubbish is to be cleared from the venue on completion of the function. Bins are located on the lower level, in the event that excess rubbish is generated you are required to remove the rubbish from the venue. In the event that excess rubbish is left additional charges will apply of \$33 per bin.
- Toilet and kitchen areas must be left clean ready for the next hirer.
- The centre is to be cleaned and returned to the standard room configuration and fulfilling all requirements stated in this document. Failure to do this will incur additional fees for cleaning and reset.
- Any function within the Centre must be finalised prior to midnight, the service or consumption of alcohol is not permitted within any area of the venue after midnight.
- Alcohol and food stuffs are not to be left within the venue on completion of your function, you must leave the venue ready for the next hirer.
- Hire items such as Duke Box, crockery, cutlery, glassware must be removed from the venue immediately after your event unless prior arrangements are made with management. Do not assume that access to these items will be available outside of your booking time

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## **Keys and Access Codes**

- Non regular hirers, weekend and afternoon hirers are required to collect the key from the upstairs office. The key must be returned the next working day following the function.
- Regular hirers will be required to obtain a key for entry into the facility. The key remains the responsibility of the hirer. Duplication of this key is not permitted.
- Regular hirers may also be required to arm and disarm the Undercroft's security alarm. Regular users will be given an access code and an alarm operation guide. An after-hours contact number will also be provided in the event that any problems occur. Clients must not leave the venue un-armed on lock up. Fees will apply to after hour securing of the venue – please refer to the fees and charges.
- The bond's return is subject to the return of the key and meeting of requirements as per the terms of hire inclusive of cleaning, resetting, rubbish removal and other as specified.
- Lost or damaged keys must be reported to the Centre management immediately it becomes evident. Replacement of keys will incur an additional fee.
- Regular hirers must advise the Civic Centre management in the event of change of key holder. Contact details must be provided.

## **Catering**

- Requirements for catering and beverage are the responsibility of the hirer. Please note that the Upper level staff is able to assist you with catering if required.
- Caterers must clear the venue of all goods, rubbish and leave the kitchen clean ready for use.
- A preparation kitchen is in place for users of the Undercroft facility with provisions for refrigeration, heating and hot water. This kitchen is not suitable for the preparation of hot meals.
- Spit roasts, pizza ovens and similar equipment must not be operated within the venue
- Catering arrangements must be discussed prior to your booking with Centre Management.
- An urn is available for tea and coffee – please use the bucket provided in the kitchen area to fill the urn. DO NOT move the urn when hot water is in the urn.
- Tea and Coffee supplies and cups etc are not provided.
- No cutlery or crockery is provided.
- Crockery and cutlery is available for hire – refer to the charges

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## Alcohol

- No spirits or other alcoholic beverages will be permitted in the Centre and its surrounds without completion of licensed function notification form which is available from Civic Centre management
- If liquor is to be consumed, the hirer is responsible for completing a Licensed Function Liquor Form from the Camden Civic Centre.
- The form must be provided to Centre Management prior to the function.
- NO SELLING of liquor is permitted at any time
- Alcohol must not be consumed outside the venue at any time
- All liquor must be removed from the premises by the hirer
- At no time is it acceptable to leave alcohol on the premises, any alcohol left after a function will be confiscated.
- The hirer assumes responsibility for all guests at the party, the Centre's liquor licence does not cover hirers staging an event in the Undercroft facility.

## Security

- Hirers are ultimately responsible for the security of the Undercroft during their function.
- The Undercroft features a 24-hour remote monitored security system, comprising of alarms, constant surveillance by security cameras and nightly patrols.
- Please notify the local police at the threat of any trouble. They should also be notified of any functions where a police presence maybe required due to damage, theft or violence.
- Party hirers are required to have licensed guards at their function on a minimum of 1:50 person ratio.
- After hour call out for security will incur costs, as per fee schedule
- **Narellan Police Station: (02) 4632 4499**
- **Fire / Police / Ambulance. Emergencies Only dial: 000**

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

### **Parking Noise and Surrounding Residents:**

- It is expected that the surrounding business and residents be respected. The hirer is responsible for the preservation of good order during and following the hire of the centre.
- Vehicles should not obstruct access to driveways or restrict parking in the street. Please use the car parks provided.
- All music and noise levels must be kept at an acceptable level and all music must cease at midnight. The centre and car park must be clear by midnight (12.00am).

### **Conduct**

- The hirer is responsible for the conduct of each and every person in attendance at function / meeting and for the maintenance and preservation of goodwill generally. Should it become necessary for the hirer to leave the facility during the function / meeting he or she must nominate a responsible person to act on his or her behalf.
- Children must be supervised at all times by a responsible adult at the appropriate adult to child ratio.
- Council will not permit or suffer disorderly or offensive behaviour.
- In the event of emergency services; police, fire or ambulance entering the venue the manager must be contacted immediately on 0418 867 610.

### **Attendants**

- The promoters of public functions are required to hire at least one security attendant per 50 persons attending. The attendants must be licensed, hold a relevant and current RSA qualification and be capable of maintaining order at the function.

### **Damage and Breakages:**

- The hirer is responsible for the full replacement cost of any damages or breakages to the building, its fittings and contents, and the surrounding grounds. Costs will be determined according to works undertaken to rectify.
- The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner the cost of inspection and replenishing will be deducted from the bond. Costs will be determined according to NSW Fire Services.
- All breakages must be reported to the booking officer upon return of key.

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## **Cleaning:**

- The building must be left clean and ready for the next user as stated previously clients must bring their own cleaning products.

Cleaning includes:

- Sweeping and mopping the floor throughout the kitchen, foyer and toilet areas. Any spills are to be mopped with warm water only.
- Vacuum the carpet in the area utilised.
- Wiping all benches and tables, removing any debris (Food scraps, sticky tape etc). Empty & clean washing machine. Wipe down stove, oven & microwave. (Do not use oven cleaner)
- No food or drink should be left in the refrigerator after departure.
- Rubbish to be disposed on in the correct manner. Recycle where possible. Bins must be left lined ready for use by the next hirer.
- Toilets to be cleaned, swept and mopped, all rubbish removed. The hirer is to bring their own cleaning equipment.
- Tables and chairs returned to the Default Configuration set up as shown on the attached diagram. Excess chairs are to be stacked neatly in piles of 6 and placed next to a wall in the store room.
- The outside area, including the car park is to be left free of litter.
- Storage facilities are not provided for regular hirers. Hirers are required to take all belongings with them after each booking. The Camden Civic Centre does not assume responsibility for any belongings left on the premises.
- Please report if the building was not found in a clean and tidy state. **Urgent attention via [camdenciviccentre@camden.nsw.gov.au](mailto:camdenciviccentre@camden.nsw.gov.au) or 0418 867 610.**

## **Rubbish Removal:**

- Rubbish must be cleared at the end of each function and placed in the appropriate bins provided.
- Apart from the original bin liners, hirers are to provide all additional garbage bags as required.
- The Centre has two bin classifications. Recycling bins are provided (yellow lid). All other rubbish goes into the general collection (red lid) bins. Please ensure only the correct type of material is placed in each of these bins.
- All additional rubbish must be removed from the premises, charges will apply for additional rubbish removal.

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_



### **Decorations:**

- Decorations are welcome in the Undercroft as long as they are **not** fastened to the venue using permanent fixtures (nails, screws, pins etc) and that the fixtures used will not damage the venue in any way.
- Helium balloons are not permitted as they may trigger the fire alarm, if used and an alarm is activated the client will be required to pay for the fire call out. Please note these fees are significant refer above.
- The removal of all decorations is required prior to departure. Clients must remove all sticky tape, blutac from the walls. Ceiling.
- The hirer will be accountable for any damage caused to the venue by the placement or removal of decorations.
- Any damage caused by decorations to any part of the wall or ceiling coverings will incur repair costs – these charges will be applied to the client and deducted from the bond.

### **Smoking:**

- To restrict fire safety hazard and overcome hazards of passive smoking the Council of Council has adopted a non-smoking policy. As such no smoking is permitted inside any of the Camden Civic Centre's facilities.
- We discourage the use of candles, in the event that candles are used they must be secured in a sturdy holder.
- Apart from tapered dinner candles, no open flames, sparklers, pyrotechnics or explosives are allowed within the venue at any time.

### **Electrical, Lighting and Sound Equipment**

- There must be no connection of or interference with the electrical installation or any other electrical property without the written permission of the facility manager.
- It is the responsibility of the hirer to ensure any privately owned electrical equipment has suitable electrical surge and overload protection.

### **Direction from Staff**

- The hirer agrees to act in accordance with Camden Civic Centre staff as directed.
- Camden Civic Centre reserves the right to require a staff member to be in attendance at functions, particularly after hours. An hourly fee will be charged to the hirer accordingly.

### **Public Liability Insurance:**

- Casual hirers are covered under the Council of Camden's Public Liability Policy for general traffic within the venue. Any incident resulting from the hirers neglect will be the responsibility of the hirer.
- Regular hirers, including registered clubs, sporting clubs and corporate bodies are expected to carry sufficient insurance for their activity, this must be at least \$10 million public liability. A copy of this policy must be provided at the time of booking.

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

**Inspection:**

- Prior to the booking commencement a review of the facilities will be undertaken to ensure the venue is left appropriately for casual hirers.
- An inspection of the Undercroft facilities will be conducted within 48 hours of the function. Should any of the terms and conditions not be met the bond or part thereof shall be withheld.

**Additional Fee & Charges:**

- Should the hirer fail to meet any of the terms and conditions of hire, the following fees will be deducted from their bond;

Kitchen cleaning fee	\$110.00
Furniture moving fee	\$110.00
Additional cleaning	\$110.00
Rubbish removal - from interior of venue	\$ 33.00 per bin
Recycling materials - per bin loaded and collected	\$ 33.00 per bin
Fire alarm activation - client misuse	\$1375.00
Security alarm activation - client failure to secure	\$110.00
Damage to the venue	Charged on cost recovery
Overtime	as per fee schedule
Staffing	\$55 per hour

**Please ensure that you have read this carefully before signing the application form. The Council of Camden and the Camden Civic Centre's management reserves the right not to accept any booking that it considers inappropriate for the facility.**

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## Undercroft Facilities: Casual Hire Application Form

Name of hirer:.....

Type of organisation:                      Profit                      Non profit                      Social  
(please circle one)

Insurance attached:                      Yes                      No

Full address:.....

Home ph: .....Work ph:.....

Mobile ph: .....E-mail:.....

Name of facility: Camden Civic Centre, Undercroft .....

Purpose of use:.....

Space or rooms required.....

.....

Date and time of use: .....

Fees \$..... Bond \$550.00.....

Alcohol: Yes    No (please circle one)

**Please note** that you **MUST** have approval for the Consumption of Alcohol. This needs to be obtained from the Camden Police Station.

The Booking Officer **MUST** sight the permit before the keys are issued to you.

**Undercroft Hirer**                      **Date** \_\_\_\_\_                      **Signed** \_\_\_\_\_

## Undercroft Facilities: Casual Hire Terms of Agreement

The Organisation/Group/Individual agrees with the Camden Civic Centre to use the hall and the Key to that hall on the following terms:

- To abide by the Rules and Conditions applying to the use of the Undercroft Facilities
- To use hall only for agreed time and purpose specified.
- To ensure the maintenance of good order at the hall during its use and to leave the hall on each occasion of use in a clean and tidy state.
- To disarm and arm the hall security system as required on entry and exit.
- To report any damage or break in to Centre Management immediately it becomes aware.
- A copy of the key can only be made by Camden Civic Centre management.
- Camden Civic Centre has the right to refuse a booking without the necessity to give reason.

I the hirer have read and understand the attached Terms and Conditions of Hire of the Camden Civic Centre's Undercroft Facilities. I agree to be fully responsible for the payment of fees and charges and any additional charges arising out of hiring in accordance with the terms and conditions that have been supplied to me.

Print Name of Hirer.....

Signature of Hirer.....Date.....

### Office use only:

Hire Fee..... including GST Job Number.....

Bond.....Job Number.....

Deposit Paid..... Date.....

Balance..... Date.....

Alcohol permit sighted YES / NO

Security Confirmation (if required) Company Name: .....

Company phone number: .....

Insurance policy attached: YES / NO

Key Issued Date.....Returned.....

Inspection Date: .....By.....

Bond Returned Date.....

**Undercroft Hirer**      **Date** \_\_\_\_\_      **Signed** \_\_\_\_\_

## Undercroft: Dishwasher Instruction Sheet

### BEFORE STARTING:

1. Ensure plug is in. (grey cylinder 15cm long)
2. Close door
3. Turn machine on (far left button with green light on the front of the dishwasher)
4. Dishwasher should now fill automatically.
5. Once full the element will heat the water, this takes approximately 5 minutes.

### WASHING DISHES

1. For best results pre rinse all items.
2. Stack the dish racks as uniformly as possible. Try not to overfill the dish rack.
3. Place the rack in the washer & close the door.
4. The far right hand button is the start button. Press & Hold this until the machine starts.
5. Cycle takes a maximum of time of 2 minutes.
6. Once finished open the door & allow most of the steam to disperse.
7. Pull the rack out & place on the sink. (if you leave it for a couple of minutes most of the items should dry).

### EMPTYING & CLEANING THE DISHWASHER

1. Turn the Dishwasher off.
2. Open door & remove the plug (situated in the middle grill under the washer arms).
3. Push & hold the empty water button until you hear the noise from washer (To a sound like slurping whilst drinking through a straw).
4. Wipe out the inside & Remove any build up on the collection trays.
5. Close the door and you are done.

**Thankyou !!!**

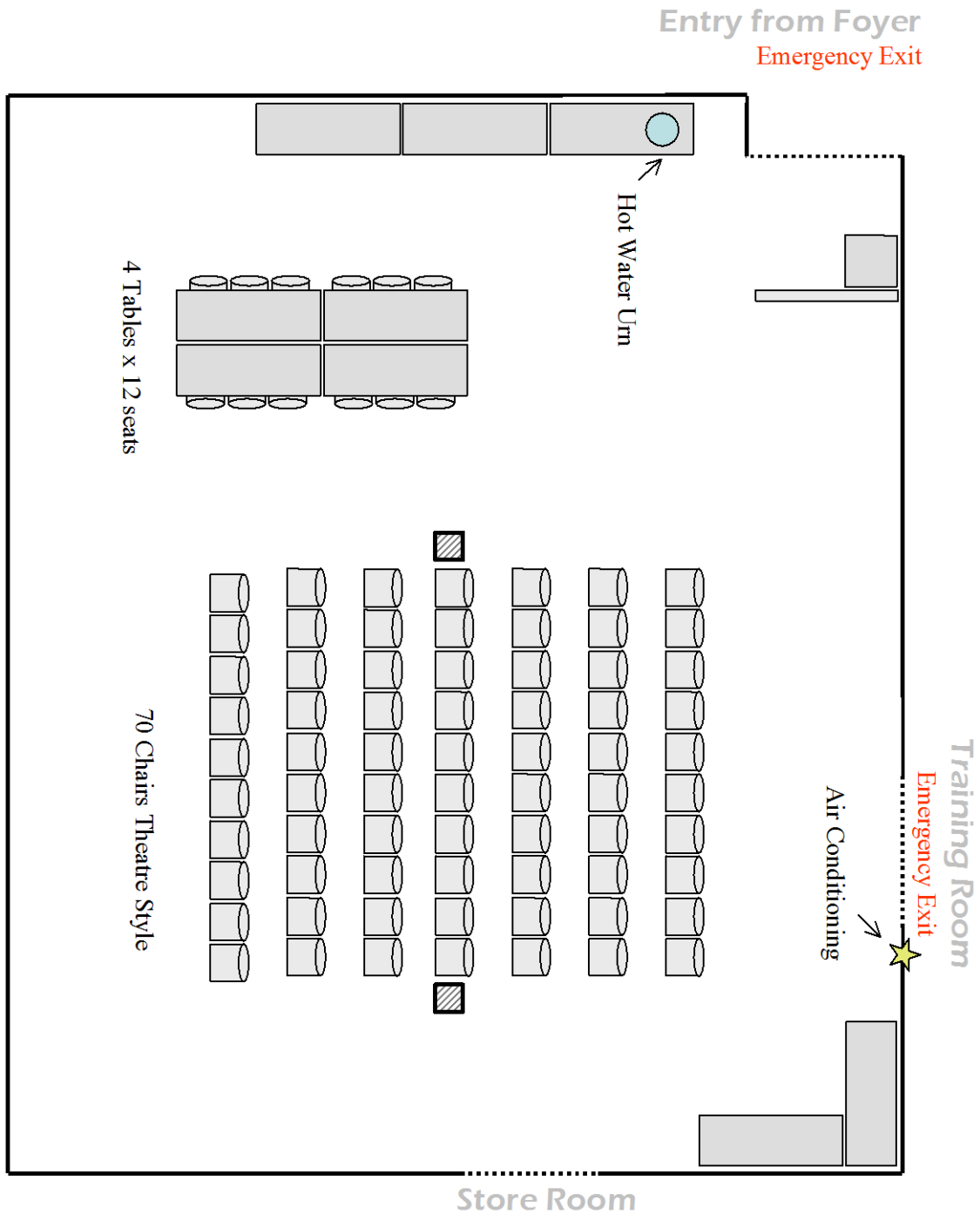
**Undercroft Hirer**

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

## Undercroft Facilities: Community Room Default Configuration

- The Community Room is to be returned to this configuration prior to departure.
- Emergency Exits must not be obscured or blocked in any way.



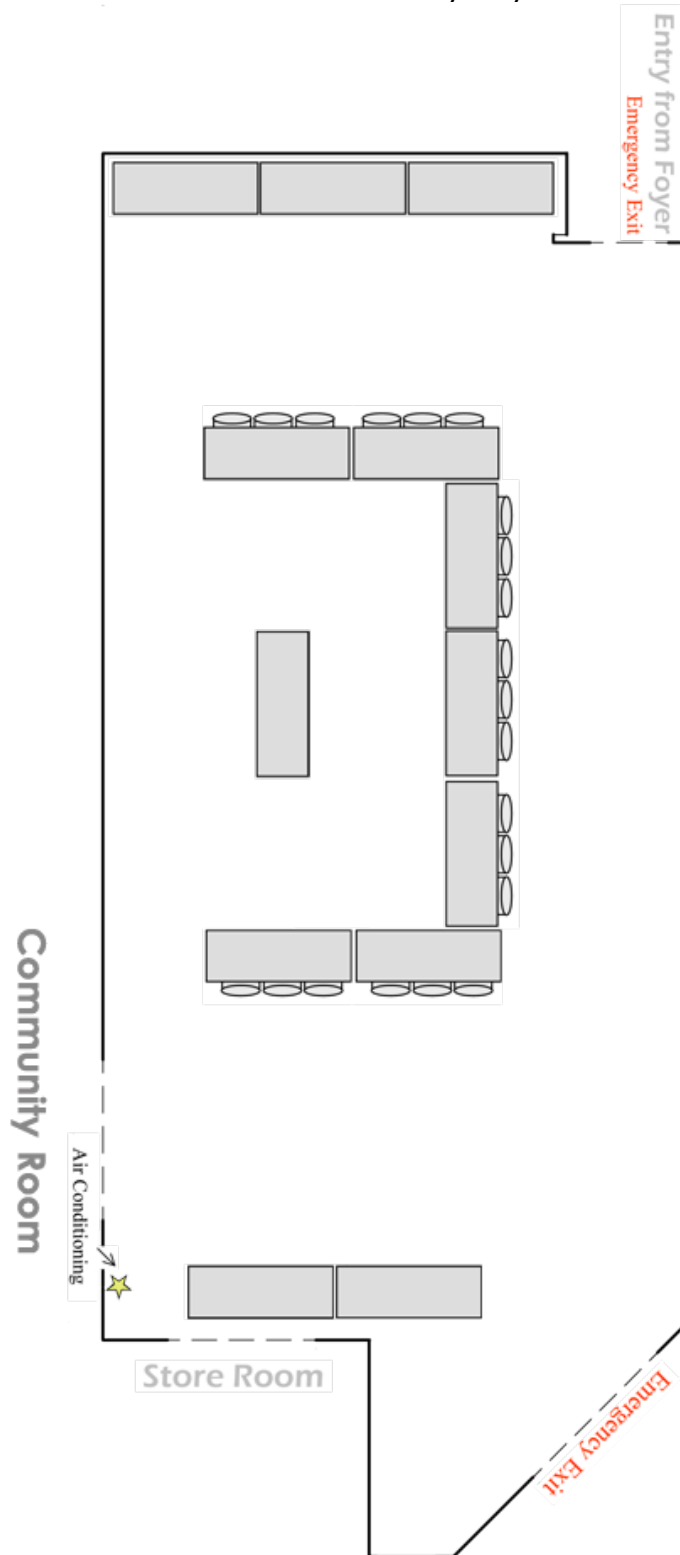
Undercroft Hirer

Date \_\_\_\_\_

Signed \_\_\_\_\_

## Undercroft Facilities: Training Room Default Configuration

- The Training Room is to be returned to this configuration prior to departure.
- Emergency Exits must not be obscured or blocked in any way.



Undercroft Hirer

Date \_\_\_\_\_

Signed \_\_\_\_\_