

CAMDEN CIVIC CENTRE

Hire Agreement

Rules and Regulations for the engagement of the Camden Civic Centre

- Applications for hire of the Centre must be made in writing on the prescribed form, signed by the person responsible for payment of rental and any other charges arising from the engagement, and for the observance of these rules.
- The hirer shall pay the Hire Fee within 21 days of booking as deposit; this fee includes a public liability insurance cover on behalf of the hirer.
- Until such time as the Hire Fees are paid all bookings will be deemed as tentative and Council shall exercise the right to accept other bookings by virtue of non-compliance with the above clause.
- Cancellation of bookings
 - ~ All cancellations and request for changes to bookings must be made in writing to the Coordinator Community Facilities.
 - ~ Hire Fees are non refundable and non transferable if less than 14 days written notice has been given.
 - ~ If more than 14 days notice has been given, the hire fee will be refunded by cheque within 21 days less a \$20.00 administration fee.
- The Council expressly reserves the right to refuse to accept any engagement already made, and to refund any fees paid, if such action is considered to be warranted, and the Council shall not be liable in any way for loss or damage or otherwise in consequence of the exercise of this right.
- The Council reserves the right to increase or modify the hire charges, catering or beverage costs at any time and the hirer is responsible for any increased payments therefrom.
- GST charges will be payable on all events falling after July 1, 2000.
- All Charges will be paid ten days prior to the function.
- All liquor is to be supplied and served by the Centre staff
- The carrying of liquor on or off the premises is prohibited.
- The hirer will be responsible for the cost of making good any damage or loss due to theft, or neglect caused to the building, furniture or fittings arising out of and in the course of this engagement, reasonable wear and tear along accepted.
- The management reserves the right to request a bond and the level of bond to be nominated at the discretion of management, for any high-risk function. This is fully refundable to the hirer by Council cheque when due.

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- All statutory rules and regulations of the Commonwealth of Australia and the State of NSW, in force, shall be strictly observed by the hirer, his/her attention particularly drawn to the requirements of the Theatres and Public Halls Act, the Australian Performing Rights Association, the Entertainment Tax Act, and the Liquor Act of 1982.
- Nails, screws and other fastenings must not be driven into or attached in any way to the walls, floors, furniture or fittings nor adhesive tape used on painted surfaces and wall paneling.
- The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structure will not be allowed unless the Centre Manager gives permission. All decorations are to be removed by the hirer prior to vacation of the premises.
- The General Manager, Centre Manager or their representatives shall have admission to the Civic Centre premises, or any part thereof, at all times during the hire thereof.
- Clients are required to provide details of allergy sufferers to the Centre prior to the function to minimise the risk of medical emergency.
- See House Policy attached.
- Valid as of January 2006.

House Policy

- We bring to your attention that it is against the law to serve or supply alcohol to any person under the age of 18 years. (penalty \$5000.00)
 - We reserve the right to request proof of age of any customer.
 - We will not allow any violent, quarrelsome, or indecent behavior on these premises. We choose to maintain an environment that may be enjoyed by each of our guests.
 - We reserve the right to define intoxication and adverse affect for this purpose.
 - Any such person defined as above who does not leave the premises when requested, is in breach of the law and will be dealt with accordingly.
 - We remind you that no one is exempt from the terms and conditions of the Liquor Act of 1982.
 - Our management and staff completely support the principals of Responsible Service of Alcohol.
 - No one is permitted to bring liquor onto licensed premises.
 - Enquire about our non, or low alcohol alternatives.
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Booking and Catering Information

- § Room Hire fees apply to all functions
- § A suitable time to meet with our coordinator is to be nominated in order to confirm all function details and requirements six weeks prior to your event
- § Final numbers and diet requests must be supplied one week prior to your event
- § Payment is to be finalised prior to your event, upon receiving of final numbers the final account will be drawn.
- § Payment is to be made during business hours Monday to Friday 9am – 5pm
- § The following payment methods are accepted: cash, bank cheque, credit card or eftpos
- § Prices are subject to change at the discretion of management, seasonal availability of foodstuffs may influence the menu price

Confirmation

- § A 21-day hold period is available, in the event that the period lapses without a deposit paid the Centre reserves the right to cancel the hold without notification to the client.
- § Confirmation of a booking occurs when the nominated deposit required to confirm the booking is paid and the hire agreement returned signed to the centre.

Cancellation

- § Cancellation must be in writing, if cancellation occurs within -
 - Three months of the function the deposit will not be refunded.
 - One month 50% of complete function costs will be imposed
 - Two weeks 100% of complete function costs will be imposed, calculated on the estimated attendance

Final Numbers

- § Noted above final numbers are required seven days prior to your function; this is to be the minimum number for catering purposes. This number will be used as the minimum number charged to your account

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Beverages

§ Liquor must not be brought onto the premises at any time. We abide by the responsible service of alcohol principals.

Damage

§ Although accidents may occur damage to the facility can be prevented. we ask that you respect our facility.
The centre will take all necessary care with client's property although will not accept responsibility for loss or damage.

Application Form:

The application for hire must be returned to validate your booking.

I/we (name) _____
of _____

Phone _____

Fax _____

Hereby make application for hire on(date)

From _____(am/pm) to _____ (am/pm)

For the purpose of:

I undertake to be responsible for payment of all associated fees and charges fixed by Council for Hire of the accommodation required, and for the payment of all other charges arising out of my engagement of the Centre. I have read and fully understood the rules and regulations as set out in the House Policy and Hire Agreement. I agree that these policies will form the basis of this application for hire.

Signature: _____

Date: _____

- Please note this application must be signed by a person of age, 18 years or over. Management will only accept instructions from the person, or persons responsible for the hiring, that is, persons named on this application.