

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 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.
- § Under no circumstances enter any areas other than the section hired.
- § Adhere strictly to the hiring hours.
- § 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.
- § All Camden Council buildings and enclosed areas including those of the Camden Civic Centre are smoke free zones.

Booking Confirmation and Bond:

- § Bookings for the Undercroft Function Rooms are to be made through the Camden Civic Centre.
- § Set up and preparation of the room for your event remains the responsibility of the hirer.
- § 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 must be paid to confirm your booking. The balance of your fee and bond is to be paid 14 days prior to the booking date. This can be paid at the Camden Civic Centre, Oxley Street Camden. The bond will be returned by cheque to you 21 days after booking dependant on your having met the terms and conditions.
- § 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.

Cancellation of Bookings

- § All cancellations must be received in writing.
- § If less than 14 days notice is given, 50% 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 more than 14 days notice has been given, under normal circumstances the hire fee will be refunded by cheque within 21 days.

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.
- § 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.

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, a surcharge will apply. The hirer will be charged on hourly 'overtime' rate of twice the hourly fee. Any extension of time must be negotiated with management.
- § The hirer will be responsible for the behaviour and the quiet departure of guests from the Centre.
- § The centre is to be cleaned and returned to the standard room configuration and fulfilling all requirements stated in this document.

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.
- § 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.
- § The bond's return is subject to the return of the key.
- § Lost or damaged keys must be reported to the Centre management immediately it becomes evident.

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.
- § A preparation kitchen is in place for users of the Undercroft facility with provisions for refrigeration, heating and hot water.
- § An urn is available for tea and coffee.
- § Tea and Coffee supplies and cups etc are not provided.
- § No cutlery or crockery is provided.

Alcohol

- § No spirits or other alcoholic beverages will be permitted in the Centre and its surrounds without prior consent from the Police Department.
- § If liquor is to be consumed, the hirer is responsible for obtaining a liquor license from the licensing Sergeant at the Camden Police Station.
- § A photocopy of the liquor license must be provided to centre management prior to the function.

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.
- § Camden Police Station: **4655 9330**
- § **Fire / Police / Ambulance.** Emergencies Only dial: **000**

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.

Attendants

- § The promoters of public functions are required to hire at least one security attendant per 50 persons attending. The attendants must 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.
- § 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.
- § All breakages must be reported to the booking officer upon return of key.

Cleaning:

- § The building must be left clean and ready for the next user. This includes:
- § Sweeping and mopping the floor. Any spills are to be mopped with warm water only.
- § Vacuum the carpet where required.
- § 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.
- § Toilets to be cleaned, swept and mopped.
- § 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 4 and placed next to a wall.
- § 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.

Rubbish Removal:

- § Rubbish must be cleared at the end of each function and placed in the appropriate bins in the Camden Civic Centre garbage bay, located on Mitchell street
- § Apart from the original bin liners, hirers are to provide all additional garbage bags as required.
- § The Centre has three bin classifications. Recycling bins are provided for glass (yellow lid) and paper/cardboard (blue lid) collection. 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.
- § The garbage bay doors are to remain shut when not accessing the bins.

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.
- § The removal of all decorations is required prior to departure.
- § The hirer will be accountable for any damage caused to the venue by the placement or removal of decorations.

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.
- § All candles 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.
- § 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.

Inspection:

- § 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.

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 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:

Purpose of use:.....

Space or rooms required.....

.....

Date and time of use:

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

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 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 Facilities: Regular Hire Terms of Agreement

The Organisation /Group /Individual agrees with 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 Function Rooms
- To use only the specified rooms for the 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 as specified in the Terms and Conditions.
- To disarm and arm the facilities security system as required on entry and exit.
- To report any damage or breakage to Centre's staff immediately it becomes aware.
- A copy of the key can only be made by the Camden Civic Centre's management.
- The 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 Facilities: Regular Hire Application

Facility you wish to hire:

Name of Group:

Type of activity (eg: Dance class, playgroup, meeting)

.....

Day and Time of group.....

Main Target Group: 0- 5 years Women's group

5-12 years C.A.L.D

Youth Religious

Seniors People with Disabilities

Is your group: Profit Non profit Social

Is there a cost charged to your groups users: Yes No

If yes how much: \$.....

Contact Name.....

Contact Phone Number: (H).....(W).....

Mobile number: Fax:

E-mail Address:

Address: (for accounts).....

.....

Do you require the facility during School Holidays: Yes No

Day and Time commencing/ending for each term

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Failure to return this form may result in the loss of your booking

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 Facilities: 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.

