

General terms and conditions

Confirmation of Booking

Until a deposit is paid and these terms and conditions are signed all bookings will be deemed as tentative and Council shall exercise the right to accept other bookings by virtue of non-compliance. All charges must be paid 14 days prior to the function.

The Camden Civic will reserve venue space tentatively for 7 days and will then require deposit together with signed terms and conditions.

The confirmation deposit is non-refundable.

Cancellation

- All cancellations and request for changes to bookings must be made in writing by the hirer to Civic Centre email civicc@camden.nsw.gov.au.
- An administration fee will be applied for a change of date
- The confirmation deposit is non-refundable.
- The Council reserves the right to refuse to accept any engagement already made, and to refund any fees paid, if such action is 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.

Security

High and medium risk events may require the hirer to have licensed guards at their event on a minimum of 1:50 person ratio. The associated fee will be on-charged to the client. For definitions on level of risk please refer to **Bonds** term.

Details of security personnel, licences and RSA must be provided prior to the function.

Risk Assessment

Clients must adhere to the Camden Civic Centre Risk Assessment valid at the time of the staging the event. Council reserves the right to request an event specific Risk Assessment where additional controls are deemed necessary. Event specific risk assessments must be provided a minimum 14 days prior to your event team.

Public Liability Insurance

Casual hirers, production companies, individual performers and actors not covered by a production company, corporate bodies and any entity conducting commercial business within the Camden Civic Centre must carry sufficient insurance for their activity. A copy of the certificate of currency for a minimum of \$20,000 000 Public Liability must be provided at the time of booking.

Hirers Indemnity

The hirer agrees to indemnify the Camden Civic Centre and its staff and assigns from any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to the hire of the venue. This includes any loss, injuries, or death, caused by or contributed to by the hirer or the hirer's employees and agents.

SIGNATURE _____ | DATE

COVID-19

In the event of imposed Government regulation or restrictions resulting in stoppage of an event/s to proceed the Camden Civic Centre will offer credit for postponement or refund where postponement is not feasible. The Camden Civic Centre will not be liable if services cannot be delivered due to COVID19 regulations restricting the capacity of the venue.

Fire alarm fees

In the event of a false alarm activation resulting from hirer activity, the hirer will be charged with fees administered from the NSW Fire Service. If an event necessitates the use of a hazer, smoke machine or fire the event organiser must advise the Centre's Management in advance, in writing. A designated Fire Warden must be on-sire for the duration of any event where this equipment is in use.

Warden costs will be on charged to the event organiser.

Damages

The hirer is responsible and liable for the full cost of any damages or breakages to the Camden Civic Centre building, fittings, contents, and grounds. The hirer must report any damages or breakages to the Centre's Management.

Decorations and Candles

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 panelling. The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structure will not be allowed unless the permission is provided in writing by Centre Management.

Helium balloons are NOT permitted in the Undercroft, to avoid triggering fire alarms.

Apart from tapered dinner candles or tea-light candles no open flames, sparklers, pyrotechnics, or explosives are allowed within the venue at any time.

All decorations are to be removed by the hirer prior to vacation of the premises. Any damage caused by decorations will incur repair costs – these charges will be applied to the client and deducted from the bond.

Parking

The client is responsible for the preservation of good order during and following the hire of the Camden Civic Centre. Vehicles should not obstruct access to driveways or restrict parking in the street. Please use carparks provided.

In the event that the event is expected to attract large volumes of people a traffic management plan may be required, at the discretion of Centre Management.

SIGNATURE _____ | DATE

Macarthur Auditorium and Ferguson Gallery

Responsible Service of Alcohol

- All liquor and catering is to be supplied and served by the Centre staff.
- The carrying of liquor on or off the premises is prohibited.
- Strictly no alcohol is permitted for underage events.
- Council reserves the right to refuse entry to intoxicated or drug affected persons on arrival.
- Any function within the Civic Centre must be finalised prior to midnight, the service or consumption of alcohol is not permitted within any area of the venue after midnight Monday to Saturday, 10pm Sunday.

House Policy

- It is against the law to serve or supply alcohol to any person under the age of 18 years. (penalty applies)
- Council reserves the right to request proof of age of any customer.
- Violent, quarrelsome, or indecent behaviour on these premises will not be tolerated.
- We choose to maintain an environment that may be enjoyed by each of our guests.
- We reserve the right to define intoxication and adverse effect 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 2007.
- The Management and staff of the Camden Civic Centre completely support the principals of Responsible Service of Alcohol.

Bonds

- Bonds will be applied to any high-risk function. Any charges incurred through damage, additional costs will be deducted from the bond, the balance refunded to the hirer.

High Risk	\$2000	Is applied automatically to Upper-Level Dance parties or similar deemed High Risk by Civic Centre Management. Includes Macarthur Auditorium and Ferguson Gallery.	100% due 14 days before first booking date (booking must be confirmed)
Medium Risk	\$1000	Is applied automatically to: <ul style="list-style-type: none"> ○ Milestone Events where alcohol is served. ○ Commercial Events where alcohol served. ○ Private Event where Alcohol served. ○ Dance Parties. 	100% due 14 days before first booking date (booking must be confirmed)

SIGNATURE _____ | DATE

		Applies to lower-level Undercroft spaces in the Oxley and Mitchell rooms.	
Low Risk	\$500	<p>Is applied automatically to:</p> <ul style="list-style-type: none"> ○ Commercial events without alcohol. ○ Private events without alcohol. <p>Applies to lower-level Undercroft spaces in the Oxley and Mitchell rooms.</p>	100% due 14 days before first booking date (booking must be confirmed)
Audio Visual	\$2000	Applied manually to existing booking if council allows customer to operate Audio-visual.	Set at time of manual add

Lighting Configuration

The Centre's Audio-Visual Systems are programmed and permanently installed, changes to lighting configurations are not permitted. In the event of a necessary change clients must communicate at the time of booking for approval. Note that additional costs will apply for both change and return to permanent configuration.

Any change must be made by the Centre's Technicians. If working from height equipment is required to access lighting bars the Civic Centre will hire with associated costs on-charged to the client i.e., Lifts and or scaffolding.

Food Allergies

It is the client's responsibility to inform the Camden Civic Centre in writing of any guests who have allergies and or intolerances together with their name and seating position if applicable.

All due care will be taken to prepare and serve catering to guests who have requested a special dietary meal however it is the responsibility of the guest to identify themselves and or their dependents to the catering service staff.

SIGNATURE _____ | DATE

Undercroft Community and Training rooms

Bonds

The balance of your fee and bond is to be paid no less than 14 days prior to the booking date. A minimum bond of \$1000 applies to all party bookings. This is to be paid in full when collecting the key prior to the function. Your event coordinator will guide you on the applicable bond in line with the nature of event and perceived risk.

The bond will be returned to the hirer registered on these terms and conditions via EFT within 21 days of your event, refund will be dependent on you having met the terms and conditions of hire, note any deductions will be made according to fees and charges as set out in this document.

Access

- As the Undercroft is a Council and community meeting space, times must be adhered to and the venue must be left as it is found. 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 storeroom correctly, leaving the store in an unacceptable manner will attract fees for the reorganisation of the storage room.

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 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.
- Alcohol, catering items, decorations, audio, and visual equipment etc. are not to be left within the venue on completion of your function, you must leave the venue ready for the next hirer. Do not assume that access to these items will be available outside of your booking time.
- Failure to secure the venue may result in additional fees being applied for security call out.

SIGNATURE _____ | DATE

Keys and Access Codes

- Non regular hirers, weekend and afternoon hirers are required to collect the key from the office on the upper level during business hours Monday – Friday. The key must be returned the next business 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.
- Hirers required to arm and disarm the Undercroft's security alarm will be given an access code and an alarm operation guide.
- An after-hours contact number will be provided in the event that any problems do arise.
- Clients must not leave the venue un-armed on unlocked. 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 and conditions.
- Lost or damaged keys must be reported to the Centre Management immediately. Replacement of keys will incur an additional fee.
- Regular hirers must advise the Centre Management in the event of change of key holder.

Catering

- Requirements for catering and beverage are the responsibility of the hirer.
- 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.
- Crockery, cutlery, glassware and linen is NOT available for use. Please enquire with event team for hire options.

Cleaning and rubbish removal

- The hired venue and surrounds must be left clean and ready for the next user.
- Hirers must bring their own cleaning products.
- All food and drink must be cleared from the refrigerator before vacating the venue.
- Sweeping and mopping the floor throughout the kitchen, foyer and toilet areas before vacating is a requirement of hire.
- Carpeted surfaces must be vacuumed
- Benches and tables must be wiped down removing any debris.
- The stove, oven & microwave must be clean. (Do not use oven cleaner)
- Toilets are to be cleaned, swept and mopped and all rubbish removed.
- 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 storeroom.
- The outside area, including the car park is to be left free of litter.

SIGNATURE _____ | DATE

- Rubbish must be cleared at the end of the hire and placed in the appropriate bins provided. Failure to remove rubbish will attract additional fees. 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. Apart from the original bin liners, hirers are to provide all additional garbage bags as required.

Alcohol

- Alcoholic beverages are not permitted in the Centre and its surrounds without completion of the licensed function notification form which is available from Centre management. If alcohol is to be consumed, the hirer must register the event with Camden Police and provide evidence to Centre Management.
- NO SELLING of liquor is permitted by the hirer at any time.
- Consumption of Alcohol outside the venue is prohibited.
- Hirers must remove all liquor from the Undercroft premises before vacating.
- The hirer assumes responsibility for all guests at the party.
- The Civic Centre’s Liquor License does not cover hirers staging an event in the Undercroft facility.

Safety and Security

- Hirers are ultimately responsible for the security of the Undercroft during their function.
- Hirers must ensure all windows and doors are locked when leaving the building and where required, the alarm is activated. (Failure to comply will attract fees)
- After hours securing of the venue due to hirers neglect to arm or secure on departure will incur fees, charged as a three hour call out minimum fee – refer to charges schedule.
- Please notify the local police at the threat of any incidents.
- Hirers must notify the police if they’re hosting a party.
- As aforementioned hirers may be required to have licensed guards at their function on a minimum of 1:50 person ratio. These attendants must be licensed, hold a current RSA. Please enquire with our team to arrange security booking.
- Narellan Police Station: (02) 4632 4499.

Signed copy of these terms and conditions must be returned to confirm your booking. By agreeing to these terms you undertake the responsibility for payment of all associated fixed fees and charges and for all other charges arising out of engagement of the Camden Civic Centre.

I _____ (*Your name*), have read and fully understood the terms and conditions of hire and agree that these form the basis of hire.

Booking Date and Times of Hire :	
Purpose:	
First Name and Surname:	
Phone Number:	
Email:	
Signature:	
Date:	

SIGNATURE _____ | DATE