Bega Community Centre and Showground

Application for Facility or Ground Hire

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| --- | --- |
| Venue | Showground Oval Poultry Pavilion Broadcast Box Animal Nursery Cattle Pavilion Canteen 1 Horse Stalls Canteen 2 Bar |
| Community Centre Main Pavilion Level 1 Room A Room B Level 2 Room A Room B Kitchen |
| Hirer Surname |  |
| Hirer Given Names |  |
| Address |  |
| Telephone |  |
| Organisation (if applicable) |  |
| Copy of Insurance Details | Note: For all associations, organisations &/or Clubs, Public Liability certificate must be provided with this application YES NO |
| Insurance Expiry Date |  |
| Hire Type |  Community Corporate Private Function |
| Hire Date |  |
| Hire Time | Bump in: Bump Out: |
| Details of Function |  |
| Is this a Charity Event?If so for who? |  |
| Number of People Attending |  |
| BOND PAID |  YES NO |
| If the hired facility is not left as you found it, cleaning charges apply |
| Do you need to hire cutlery/ crockery? |  |
| Wil you be serving a meal?Food Licence Required |  |
| Will alcohol be served? |  |

Hirer Acknowledgement

I (please print full name) ………………………………………………….

Of (please print address) …………………………………………………………

Representing (please print name of organisation if applicable)

………………………………………………………………………………………….

As the hirer of …………………………………………………………… facility

on ………… / …………. / ………….. make application for the premises set out in this application for the day and times specified on the application and I acknowledge having received and read a copy of the “Conditions of Use” and undertake to be bound and comply with these conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the facility in association with this application shall comply with conditions.

Signed: ………………………………………………. Date: ……… /……… / …………….

**IF APPLICABLE – OFFICE USE ONLY**

**Food licence No:**

**Liquor Licence No:**

**OFFICE USE ONLY**

**Hire Fees paid: Yes No N/a Amount: $ …………………..**

**Cash/ Invoice: …………………………**

**Key deposit paid: Yes No N/a**

**Public Liability Insurance provided: Yes No N/a**

**Liquor Licence provided: Yes No N/a**

**Shown on Website Calendar: Yes No N/a**

**Authorised by: ……………………………………………… Date: …….. /………/……..**

Bega Community Centre and Showground

Facility Hire Agreement – Conditions of Use

* 8am – 11pm, Mondays to Saturdays.
* 8am – 10pm, Sundays and Public Holidays.

The hirer undertakes to be bound and comply with these conditions in every respect and further undertakes to be responsible for ensuring that all individuals or groups using the facility in association with this application shall comply with these conditions.

If these conditions are not met the Bega Showground Land Managers (BSLM)have the authority to recover costs incurred and /or decline any current and/ or future facility hire to any hirer, activity or project.

The Hirer will only use the venue for the purpose and activities outlined and approved in the Facility Hire Application form. Failure to do so may result in Bond monies being retained.

All Venue Hire Application forms must be accompanied by the hirers photo ID - showing current residential address. All hires must be in the hirers name.

Hire includes access to kitchen facilities, including dishwasher, and use of basic cleaning materials. Due to WHS regulations, under NO circumstances are children permitted to be in the kitchen at any time whilst on the premises.

Venue hire is restricted to the room or rooms booked. Any hirer found using a room they have not booked will incur the hire free for that room.

Hire does not include any consumables such as tea, coffee, milk, stationery, printing, photocopying etc.

 All members and users of the Centre are to be treated with respect.

BSLM reserve the right to vary regular bookings and will give no less than two weeks’ notice to the Hirer. ● BSLM reserve the right to terminate a Hire Agreement if the Hirer fails to pay overdue costs within two weeks of a written demand for payment.

Booking staff have the authority to deny any booking or access to a hirer where the activity is considered inappropriate, for example: an activity where access to common areas of the Centre would be obstructed; an activity where control of the people present is beyond the capability of the hirer (such as a function where there are gate-crashers); where there is violence or the threat of violence; where damage to the premises occurs or is likely to occur; an activity which may interfere with other users' quiet enjoyment of the Centre;

The riding of BIKES, ROLLERBLADES, SKATEBOARDS OR SCOOTERS are not permitted in the building at any time.

SMOKE MACHINES ARE NOT TO BE USED in the Centre as they can trigger the fire alarm. Hirers responsible for fire brigade callouts will be charged for the cost.

NO LOUD NOISE is to occur after 10.00pm on Sundays and Public Holidays and after 11.00pm on Mondays to Saturdays. (NOISE applies to loud and/or excessive sound which disturbs the residents in the surrounding area.) Evening function hirers must ensure all music stops at the appropriate time and guests leave immediately after to reduce any noise to local residences after this time. This is a Bega Shire Council and EPA requirement.

STEREO/MUSIC/ENTERTAINMENT SYSTEMS: From 10.00pm, please turn down the base on your machine so the neighbours don't hear the thump.

Under no circumstances are streamers, balloons or other decorations to be attached to any fan, other cooling device, heating device or air intake/outlet.

A First Aid kit is located in the First Aid Room. Please record any accidents or incidents on the whiteboard in the First Aid Room.

People should not make unreasonable levels of noise in the car parks after 10pm Users are to depart in a quiet and orderly manner.

Please note: if we receive complaints from neighbours about noise levels after these times, your Bond may not be returned. The Centre is equipped with Noise Level recording and monitoring equipment which will verify the noise level incurred by your function.

ALCOHOL and SMOKING

You must state alcohol consumption when submitting your application for room hire. Any hirer allowing the consumption of alcohol without BSLM knowledge may have their bond refund revoked.

If alcohol is consumed on the premises, it must be confined to the hired area. For the safety of your guests and other hirers it is recommended, where possible to avoid using glass bottles and glasses for beverages at functions. No alcohol is to be consumed in the car park or on the oval.

Adherence to the Liquor Act 1982 Section 114(4) which states “a person shall not give or sell alcohol to a person under 18 years” is required. Secondary supply laws apply to all people who use the facility, both hirer and guests. For further information contact the Licensing Police.

RSA trained, licensed and insured security guards may be required at your function. Current Council requirements advise 1 security guard per 50 guests.

NO SMOKING is permitted in the Community Centre or within 10 metres from the facility

ACCESS AND SECURITY.

Casual hirers will be given a one –off alarm code to be used on the day of their function. Regular hirers will be given an exclusive code to be used for their regular bookings.

When a hirer is using the building out of hours, they are responsible for ensuring the security of the building. Please ensure all windows and exit doors are locked and fire exit doors are securely in place.

Access should be strictly limited to the members of the group. Do not allow anyone else to enter the building. (e.g. to go to the toilet). Any outside opening doors must not be left unattended.

For evening functions it is recommended that ALL exterior doors and hall main doors REMAIN CLOSED once all guests have arrived or you employ the services of a security guard. This is to discourage uninvited visitors and to minimise noise. Any damage caused by uninvited guests will also become the responsibility of the hirer and retrieval costs will for any damages incurred will fall on the hirer.

Access by participants should be by the outside opening doors of the room/s hired where possible. The key holder should enter the building by the front door entry, deactivate the alarm and then lock that door.

Any charge incurred by the Centre in relation to the Caretaker being called to attend the building as a result of windows or doors being left open or the alarm not being activated or activated incorrectly, will be passed on to the hirer.

Keys must be returned to the Centre no later than 11.00 am on the next business day following the hire period, unless prior arrangement is made with the Centre.

FLOORS, FURNITURE AND EQUIPMENT

All property and equipment belonging to BSLM and other centre users/hirers is to be cared for in the appropriate manner.

Carpets or mats must be placed under any heavy musical equipment to protect the floors.

No furniture or equipment is to obstruct Emergency EXIT DOORS.

Tables and chairs are to be lifted – not dragged – into place. No standing on tables are allowed. Please ensure the tables are locked into place when erected.

● Any breakages or damage must be paid for by the hirer – this will be deducted from your bond – at the discretion of the BSLM. If any damage occurs beyond the amount of the Bond, the hirer accepts responsibility for the cost of any repairs.

Any equipment brought into the Showground by the hirer is done so at the hirer's own risk. No responsibility will be accepted by the BSLM for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given by the BSLM.

Under no circumstances must any cooking equipment be used in any part of the Centre other than the kitchen.

BBQ’s are to be used outdoors or the balcony and must be supervised at all times.

If you arrange for the hire of a juke box you will need to be at the Centre for its delivery at a time when no other hirers are in the room you've booked. You will also have to organise for it to be picked up when there are no other hirers are in that room. If it's not possible for the juke box to be picked up on the weekend, it must be done at 9am sharp on Monday morning.

Any equipment left in the Centre after 9am on Monday will be moved outside at your risk. Please check with Centre staff about suitable times for the delivery & pick up of equipment for your function.

All Centre equipment, including chairs and tables must be returned to their original positions.

CLEANING

Hirers will be supplied with a Simplified Cleaning Checklist when collecting keys to assist with end of function clean-up.

The hirer is responsible for ensuring that hired area is left in a clean and tidy condition. This includes the kitchen and toilet areas.

Basic cleaning equipment will be provided by the Centre (broom, mop, bucket, dustpan and brush), however the hirer will need to provide any other cleaning equipment required.

Hirers are asked to provide their own tea towels and garbage bags.

Please ensure the room is left completely clean as we often have groups using the rooms consecutively.

The toilets should also be checked for general tidiness during your function.

All kitchenware must be washed (where appropriate, in the dishwasher) and returned to its original location. Benches and sinks must be cleaned and if the dishwasher has been used, it must be emptied after use.

All rubbish generated by the hirer must be removed from the premises and the adjoining areas and placed in the bins provided.

Existing notices, posters or displays must not be touched or covered unless prior written permission is given by the BSLM.

Any attachments to walls must be made with Blutack, not tape and removed at the end of your hire.

Failure to leave the premises in a clean and tidy condition will incur additional cleaning fees and be deducted from the hirer’s bond.

Please ensure all lights, electrical equipment such as cooking equipment, fans and air-conditioners are turned off or additional charges will apply.

PUBLIC LIABILITY INSURANCE and PROOF OF NOT-FOR-PROFIT

Hirers are required to provide evidence upon request of Public Liability Insurance to the value of $20 million. This requirement may be waived for family functions or small non-incorporated groups at the discretion of the BSLM.

Businesses, Registered bodies and Associations must, at the time of making an Application to Hire, provide the Centre with evidence of Public Liability Insurance cover to the value of $20 million. Public Liability Insurance must be current for the date(s) of hire, and the amount of Public Liability Insurance cover must be no less than the industry standard prevailing at that time.

Not-for Profit groups must provide proof of registration.