

Concessional Fees	<p>Council is able to offer a reduced hiring rate to organisations that have registered for non-profit status. If you fall into this category, please complete the details below. Is your organisation/group:</p> <p>a) Based in the Ashfield Council area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) An incorporated association under the Associations Incorporations Act 1984? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c) Registered under the Charitable Fundraising Act 1991? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d) Receiving government funding as an ongoing source of income? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e) A non-profit group – income is not distributed to individual members? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>f) Are you authorised to act on behalf of your group? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered yes to any of the questions above, please give details on a separate sheet of paper or provide evidence such as a Certificate of Incorporation.</p> <p>If your group/organisation does not have an ongoing source of income, please provide either</p> <p>a) A written statement of aims and objectives or</p> <p>b) Evidence that your group/organisation is in an establishment phase.</p>		
OFFICE USE	Category	Hourly fee	CSO
Keys	<p>Keys for the hall can be collected from Ashfield Council one (working) day before your booking, between 9am and 5pm. Please bring a copy of your confirmation letter as proof of payment. Keys must be returned to Council on the next working day after your last booking date.</p>		
Fees	<p>All fees must be paid at least 2 weeks in advance except for the Town Hall fees, which must be paid 4 weeks in advance of your booking date. Fees can be paid either at Council's Cashiers which are open from 8.40am-4pm Monday to Friday. (Payment made by credit card - Visa and MasterCard only - are subject to a 1% merchant fee surcharge). Alternatively, you can post a cheque or money order, made out to Ashfield Council, to Council's postal address listed on the front page of this form. Once payment has been received, Council will confirm your booking in writing. The damage deposit is refundable once the key is returned to Council, the conditions of hire have been met and there is no damage to Council's property.</p>		
Security and Police	<p>In certain cases, Council may require you to advise Ashfield Police of your booking. Or, you may be required to hire Security Guards for your booking. This is to ensure the safety of your event and the safety of Council's Hall and surrounding environment.</p> <p>Have Council asked you to advise Ashfield Police about your booking? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have Council asked you to hire security guards for your booking? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Set up Plan	<p>For bookings in the Ashfield Town Hall, Wattle Room or Coinda Room, you must submit a set up plan with your booking. Please complete a form and return it to Council with your application form.</p>		
Privacy and Public Enquiries	<p>The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available unless we have your consent.</p> <p>However, Council often receives requests from the public for contact details of local community groups they can join. Please let us know if you are happy for Council to disclose your details to the public.</p> <p>I <u>consent</u> to Council providing my name and phone number to people who may wish to join activities run by your group or organisation. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Public Liability Insurance

All hirers of Council venues must have Public Liability Insurance through their own resources and a copy of such current policy supplied to Council indicating a **minimum cover of \$10 million dollars** unless you fall into Category 3 or 4, Casual Hirers. Such insurance covers legal liability for negligent act/s occasioned by the casual hirer, which causes personal injury and/or property damage to third parties. Each claim is subject to **current excess fee \$5000** to be paid by casual hirer.

- Category 1:** Organisations & Community Groups (please supply current copy of details).
- Category 2:** Commercial Profit Making Groups (please supply Public Liability cover details).
- Category 3 & 4:** Casual Hirers - One off events or regular bookings not exceeding 10 uses over a 12 month period.

Classification of Hirers

Because of the variable status of the users of Council's facilities, it is considered best that they be categorised so as to clarify that all situations of use either existing or in the future are covered:-

Category 1	Organisations and community groups. Some may have a formal lease or licence agreement with Council, such as Community Centres, Kindergartens and Scout Halls. Others may be booking a facility or room to conduct a program, course or regular activity.
Category 2	Commercial profit making groups, some of which charge a fee to run classes and others of which may fall within a high risk group eg. Karate, ballet, aerobics and yoga. This category may also include real estate agents, clothing wholesalers and suppliers etc. using the premises to conduct sales, seminars etc.
Category 3	Casual hirers (other than Incorporated Bodies, Sporting Clubs or Associations of any kind) of Council's halls, meeting places and Town Hall Auditorium that presently pay a fee directly to Council for the use of the facility eg. For such one-off events as wedding receptions and 21 st birthday parties or regular bookings not exceeding ten uses over any 12 month period.
Category 4	Casual hirers of Council's parks and reserves eg. Social gatherings.

The Casual Hirers policy cover does not extend to Incorporated Bodies, Sporting Clubs or Associations of any kind, or where an entrance fee, enrolment charge or administration levy of any kind is applied by the user group. These groups utilising facilities owned by Council are required to carry their own public liability insurance. Cover of policy to be a minimum of \$10 million or as advised by Council's insurer.

Category 1 Users and seasonal users including Incorporated Bodies, Sporting Clubs and/or Associations are required to effect their own public liability insurance cover at a level to Council's satisfaction. A minimum of \$10 million is currently required. Such users to also nominate on their policy group coverage, where applicable, in respect of all sub-users of the Council facility and that the Insurance Certificate and details of group coverage be sighted annually to ensure that proper cover has been effected.

Category 2 Users, due to their more intensive use of the council facility, which in some cases constitutes a higher risk, are also required to effect their own public liability insurance cover for a minimum of \$10 million. The policy must be sighted by the council department responsible for letting the facilities to such users.

Category 3 & 4 Users are deemed Casual Hirers under the auspices of Council's Casual Hirers Insurance Policy. The hiring fee incorporates appropriate premium. Such hirers to be alerted to current insurance excess to be paid by the casual hirer should a claim be submitted.

Conditions of Hire

On arrival

It is expected that the Community Rooms and Halls will be left in a condition suitable for immediate use at all times. Where it is considered that a Community Room has been left in an unsuitable condition please report this immediately to Community Services, ph 9716 1844.

Hall usage

The Hall must be vacated at the time specified by the applicant otherwise additional hiring charges will be deducted from the Damage Deposit. All hallways, aisles and exits shall be kept clear and useable to ensure public safety. All fire exits must be kept clear at all times. Council accepts no responsibility for any loss or damage to property belonging to a hirer that is left in a Council facility. Sub-letting of any part of the facility is not permitted. If your group has no further use of the facility or wishes to make changes to the original hiring application, Council must be notified. Do not swap with other groups.

Smoking and Alcohol

Smoking is not permitted in any Council facilities. The sale of alcohol on the premises is subject to a license being issued by Liquor Administration Board. A copy of the license must be attached to your application form.

Decorations

Nails, screws or any other fastenings must not be driven into or attached in any way to walls, floor, furniture or fittings. Decorations, flags, banners, streamers or balloons must not be attached to surrounding walls with sticky tape or masking tape. The use of confetti or fireworks is not permitted. Posters and signage will be permitted only on boards provided for this purpose. Council approval is required prior to display.

Council Access

The General Manager or his representative shall have access to the premises at all times.

Please note that these facilities are community facility shared by the public. Council will endeavour to ensure the Hall is in good working order, but can not offer a guarantee. Council shall not be held responsible for any loss of or damage to any property whatsoever belonging either to the hirer or any person attending the function.

Food and Beverages

The preparation of food and beverages shall be confined to the kitchen/kitchenette areas. Grease and food scraps are not to be washed down the sink. The sale of liquor on the premises is subject to a license being issued by the Liquor Administration Board, telephone 9995 0300. The license must be sighted by a Council officer prior to the booking.

Clean up

The hirer is responsible for leaving the venue in a tidy manner at the end of the booking. Any spillage of food, liquid or other material is to be removed from all surfaces, including the toilet and kitchen areas. The floor is to be left clean and brooms and vacuum cleaners are provided for this purpose. The whiteboard is to be cleaned.

Rubbish

All rubbish is to be removed from the rooms and placed in the waste containers provided at the facility. In the case of Cadigal Room, all rubbish must be taken away by the hirer. The hirer is responsible for all contents in the facility during the period of the booking. Under no circumstances is the hirer to allow furniture or equipment to be removed from the facility unless approved by Council.

On Exit

Hirers must ensure that the building is totally secured on exit. Hirers who have been issued keys will be responsible for the opening, closure and security of the facility. Overtime charges must be paid by the hirer if the hall/room is not vacated by all patrons within fifteen minutes after the finishing time.

Damage Deposit Refund

Please complete your bank details below for the damage deposit refund. Deposit refunds will only be paid via direct deposit into your bank account. Refunds will be made directly into the bank account as listed below. This account must be in the same name as the original payer, and if paid by cheque it must match the cheque details.

Bank or Financial Institution

Name in which account is held (payee)

BSB number (must be 6 digits)

Account number (9 digits maximum)

Email - for payment advice
(Will post to the address below if not available)

I declare that the above information is correct, and that I will advise Ashfield Municipal Council if my details change, and Ashfield Municipal Council shall not be held responsible for my failure to do so.

Name Of Applicant

Address

Suburb

Postcode

Home phone

Work phone

Mobile phone

Authorised Signature

Date

OFFICE USE

\$

Trust Account

Receipt

Creditor Number

Date

Creditor Data Entered (Sign)

Notes