

APPLICATION FOR PRIVATE HIRE OF Kimberley Reserve OR Wairoa Ave Community Centre



Waverley Council Customer Service Centre
55 Spring Street, Bondi Junction (open 8.30am to 5pm, Monday – Friday)

PO Box 9, Bondi Junction NSW 1355

PHONE **9369 8000**

FAX **9387 1820**

WEB **www.waverley.nsw.gov.au**

ABN 12 502 583 608

YOUR DETAILS

Name

Phone

Address

.....

Date of event

Alternative date.....

COMMUNITY CENTRE REQUIRED

Kimberley Reserve

Wairoa Ave

NOTE: the Community Centres are available for private hire on Saturday and Sunday only and are subject to the conditions on the reverse of this form.

For further information call **9369 8000**.

TIME REQUIRED <i>(please tick)</i>	VACATE BY	COST	COST CODE
<input type="checkbox"/> 8 am – 12 noon	12 noon	\$147	RNTKIM or RNTWBC
<input type="checkbox"/> 1 pm – 5 pm	5 pm	\$147	
<input type="checkbox"/> 8 am – 5 pm	5 pm	\$284	
Booking fee <i>(not refundable)</i>		\$57	
Bond		\$219	DEPBON
Total payment <i>(please attach)</i>			

Please make cheques payable to Waverley Council

NOTE: This application will not be processed without the bond, booking fee and hire fee being paid.

EVENT DETAILS

Nature of event.....

.....

Time of use, fromto.....

No. of people attending

Equipment to be brought in

.....

.....

.....

GROUNDS

The Kimberley Reserve grounds are **not** automatically booked when you book the Community Centre. Additional fees may apply.

A Council officer will contact you to discuss your application. For more information call **9386 7999**.

Please tick

Kimberley Reserve grounds required, or

Gate key required *

** Office use only: if either Kimberly Reserve or Gate key boxes ticked, form must be sent to Mill Hill Administration.*

DECLARATION

I hereby declare that I have read, understood and will abide by the hire conditions on this application form (see overleaf).

Signed

Date

PRIVACY: The personal information supplied on this form is required in order to provide the service requested. It will be used by Council staff and stored in our record system for only as long as necessary. During this time it can be accessed and amended by you. We will only give your information to a third party with your consent or if we are required to do so by legislation.

CONDITIONS OF HIRE

Kimberley Reserve & Wairoa Ave Community Centre

Bookings

Bookings are accepted in order of receipt and are processed only when accompanied by the hiring and booking fee applicable at the time of function and the Bond. Bookings are not accepted more than six months in advance of the hire date. Booking fee payable is that of the rate applicable during the period of hire.

Use of Community Centre

The Community Centre is hired for private functions and meetings. It may not be used for commercial purposes nor may an entry fee be charged.

Cancellation of booking

The \$57 booking fee will be forfeited.

Smoking

Smoking is not permitted in the Community Centre.

Alcoholic beverages

Under no circumstances are alcoholic beverages or liquor allowed to be used at a function or to be taken into the Community Centre. The Bond will be forfeited if alcohol is taken into the Community Centre.

Conduct of guests

The hirer is responsible for the conduct and safety of all persons attending the Community Centre. You, as the hirer, shall be personally liable for any damage occasioned to the Community Centre including light fittings. Any decorations etc. which are used may only be attached to the Community Centre in a manner that will not cause damage to the Community Centre and must be removed from the walls, ceiling etc. at the conclusion of hire.

Equipment

The refrigerator and cleaning equipment are the property of Council's licensee and are not available for use by casual hirers. All catering equipment brought by the hirer is to be taken from the Community Centre at the conclusion of the hire period.

Council's liability

Waverley Council cannot accept liability for the loss or damage to goods or equipment owned or hired by the hirer or their guests or for any injury sustained by the hirer or their guests. Any insurance claim submitted to Council will be transferred to the hirer.

Cleaning of centre and refund of bond

The bond will be refunded by Council cheque about three weeks after the hire day and when appropriate checks have been made and if the Centre is left in a clean and tidy condition and all rubbish removed from the premises and the park. If it is necessary for any money to be spent for cleaning, repairs for any damage caused by the hirer or replacement of any breakages, such expenditure will be deducted from the bond and any outstanding balance due recovered from the hirer. Refund of all or part of the bond is at the Council's absolute discretion.

Key

The key to the Community Centre should be collected from the Customer Service Centre, 55 Spring Street, Bondi Junction on the last working day (between 8.30am and 4.45pm) before your hire day. It is your responsibility to ensure that the Centre is left in a clean and tidy condition, is fully locked and secured, and the key is returned the next immediate working day following hire or part of your bond may be forfeited.

If you have any problems with access or vandalism, please contact Council's Ranger on either **9130 8342** or **0414 884 393**.

PLEASE ENSURE YOU HAVE YOUR RECEIPT AS PROOF OF BOOKING WHILE YOU ARE AT THE COMMUNITY CENTRE.

Failure to produce it, if required, may result in you having to leave the Centre premises.

OFFICE USE ONLY	
Date received	Entered on computer
Amount received	Refund date
Receipt number	Refund authorised