

WAVERLEY COUNCIL MEETING ROOMS

COUNCIL CHAMBERS, BONDI ROAD, BONDI JUNCTION

Hire Application Form & Charges



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

The Waverley Council Meeting Rooms are available for community and private hire subject to the conditions attached to this form. All hiring charges, deposits and fees are payable at time of booking. Hiring of the Council Meeting Rooms is at the Council's discretion.

All functions to finish by midnight, premises vacated by 1am

FUNCTION DETAILS

Requested date of hire (day), (date)..... /..... /.....

Start time (inc set up)..... Finish Time (inc clean up)

Proposed use

Name of hirer (ID may be required).....

Daytime contact number..... Mobile.....

Address (PO Box not acceptable)

.....

RSA certificate holder Yes No

I hereby declare that I have read, understood and will abide by the hire conditions on this application form (SEE CONDITIONS ON THIS FORM). **In the event of cancellation, Waverley Council charges a \$114 administration fee.** All other hire costs will be refunded to the hirer.

Signed Date..... /..... /.....

Processing of application forms is strictly in order of receipt.

This application will not be processed without the Security/Cleaning Deposit & Hire Fee being paid.

Cheques should be made payable to Waverley Council.

All Enquiries to **Business, Services & Property** on **9369 8003**

Return this completed form with payment to :

Waverley Council,
Customer Service Centre,
55 Spring Street, Bondi Junction, NSW 2022
or post to **PO Box 9, Bondi Junction, NSW 1355**

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.

WAVERLEY COUNCIL MEETING ROOMS

<input type="checkbox"/> Queens Park Room <input type="checkbox"/> Tamarama Room	Per Hour	Hrs	Total	Cost code
Mon-Fri, 9am - 5pm (excl. public hols)	\$65			
Mon-Fri, 5pm - midnight (minimum 4 hours)	\$130			
Sat (min 4 hrs)	\$180 (\$1000 flat fee 8hrs+)			RNTCNC
Sun (min 4 hrs)	\$180 (\$1000 flat fee 8hrs+)			
Public hols (min 4 hrs)	\$210			
Additional charge for use of both rooms	\$35			
Use of kitchen per hire	\$75	Flat fee		
Non-profit organisations providing services in Waverley	Per Hour	Hrs	Total	Cost code
Mon-Fri, 9am - 5pm (excl. public hols)	\$30			
Mon-Fri, 5pm - midnight (min 4 hrs)	\$65			RNTCNC
Sat (min 4 hrs)	\$100			
Sun (min 4 hrs)	\$120			
Public hols (min 4 hrs)	\$175			
Use of Kitchen per hire	\$75	Flat fee		
<input type="checkbox"/> Rose Bay Room <input type="checkbox"/> Bondi Room	Per Hour	Hrs	Total	Costcode
Mon-Fri, 9am - 5pm (excl. public hols)	\$30			
Mon-Fri, 5pm - midnight (minimum 4 hours)	\$65			RNTCNC
Sat (min 4 hrs)	\$100			
Sun (min 4 hrs)	\$120			
Public hols (min 4 hrs)	\$175			
Security / Cleaning deposit (refundable)	\$500	Flat fee	\$500	DEPBON
ENCLOSED PAYMENT OF TOTAL			\$	

OFFICE USE ONLY

Date received Refund date
 Amount received Refund authorised
 Receipt number Room hire Code: RNTCNC
 Entered on computer Refundable deposit Code: DEPBON

COUNCIL CHAMBERS MEETING ROOMS

CONDITIONS OF HIRE

BOOKINGS

Bookings are accepted in order of receipt and are processed only when accompanied by the hiring fees & the Security/Cleaning Deposit. Meeting Rooms are hired under the terms that the person whose signature appears on the form accepts and agrees to abide by the hire terms and conditions.

FUNCTION ROOM CAPACITY

Queens Park.....	80 seated in rows
Tamarama Room	80 seated in rows
Bondi Room	15
Rose Bay Room	8

For the safety and comfort of your guests, the maximum capacity of the Tamarama and Queens Park Rooms combined is 200 persons, including children. Children are to be supervised at all times and under the effective control of a responsible adult.

CANCELLATION OF BOOKING

In the event of cancellation, Waverley Council charges a \$114 administration fee. All other hire costs will be refunded to the hirer.

Security staff will arrange the opening and closing of the building. The hire fee includes the presence of one licensed security officer in attendance during the function. Council may determine that additional security operatives are required and if so, the hirer has to pay the additional costs prior to the function.

Vetting of guests or checking of invitations etc is the responsibility of the hirer.

SMOKING

As per Waverley Council's No Smoking Policy, smoking in the workplace is not permitted. An outdoor workplace is defined as an area within 10 metres of another staff member or member of the public. This also includes 10 metres from any opening into a building or air conditioning duct. Therefore smoking is not permitted on the 3rd floor balcony, or within 10 metres of the front and rear entrances to the building.

ALCOHOLIC BEVERAGES

Waverley Council holds an On-Premises License for the premises. The sale of alcoholic beverages is not permitted on Council premises. Any function where alcohol will be served requires a Responsible Service of Alcohol (RSA) Certificate holder to be on site at all times, as nominated at time of hire. Any alcohol served during the course of hire must be served in accordance with the Responsible Service of Alcohol policy as determined by the Casino, Liquor & Gaming Control Authority (CLGCA). Council as Licensee, will refuse admission or request the removal of any guest appearing intoxicated. It is the hirer's responsibility to ensure guests do not become intoxicated. At any function where alcohol is served, it is not permitted to charge guests an entry/admission/contribution fee.

CONDUCT OF GUESTS

The hirer must be present at all times during the period of hire. The hirer is responsible for the conduct and safety of all persons attending the function. The hirer shall be personally liable for any damage occasioned to the Meeting Rooms. The hirer and guests must comply with the reasonable requests made by Council staff, contractors or agents in the course of their duties. The hirer is responsible for all damages to furniture and fixtures including carpet, glass and light fittings and any damage caused by cigarette

burns. The hirer is also responsible for Council property that may be removed from the premises.

COUNCIL'S LIABILITY

Waverley Council **does not accept liability** for the loss or damage to goods or equipment owned or hired by the hirer or hirer's guests or for any injury sustained by the hirer or their guests. Any insurance claim submitted to Council will be transferred to the hirer. When the hirer is an incorporated body, sporting club, educational, religious, charitable organisation or commercial enterprises, the hirer agrees to provide Council with a minimum of \$10,000,000 Public Liability Insurance Policy.

SET UP

The Hirer or Hirer's agent are not permitted to enter the premises for set up or any other reason prior to the hire time specified on the form. If set up is required, that should be included in the hire time. All property belonging to the Hirer or Hirer's agents must be removed from premises at the end of the function.

CLEANING OF FUNCTION ROOMS & REFUND OF SECURITY / CLEANING DEPOSIT DUTY OFFICER

The rooms, furniture and kitchen **must be vacated in a clean and tidy condition** including carpets, walls, furniture & toilets cleaned of any noticeable spills or food litter. All furniture is to be replaced in the position found at the commencement of the hire. Round tables, if used, to be stacked neatly together. All refuse; (including bottles) is to be removed to the collection point at the rear of the building near the carpark. Any decorations used may only be attached in a manner that will not cause damage to the rooms and must be removed at the conclusion of the hire. Explosive or inflammable liquids are NOT permitted on the premises. The use of naked flame on the premises without written Council Approval is not permitted. No alteration to the structure, fittings, decorations or furnishings of the Meeting Rooms is allowed. **No** glitter, confetti or any material of a similar nature is to be used at a function or taken onto Council premises. The Kitchen is available as a standard commercial kitchen. Council regrets that any activity of religious or cultural significance in the preparation of food in the kitchen area that is likely to cause damage or activation of any alarm device is not permissible.

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 deposit and any outstanding balance due recovered from the hirer.

Refund of all or part of the security/cleaning deposit is at the Council's discretion.

Cost of hire includes the appointment of a Duty Officer. The appointed Duty Officer and the Security Officer, have the power to close down a function or the building due to public disruption, fire, bomb threat or any other reasons including OH&S issues. The Duty Officer may refuse to admit and or have removed from the Council property any person who is in the opinion of the Duty Officer not behaving in a proper, orderly and lawful manner.