Waverley Council is seeking Expression of Interest (EOI) submissions from individuals and groups (existing and new hirer's) wishing to hire an indoor community venue on a regular basis for the period from 4 January to 31 December 2021.

OBJECTIVES

- Waverley Council aims to provide venues that are accessible to residents, groups and services and which meet the needs of the local community.
- The expression of interest process aims to ensure fair access and equity within the hiring of Council’s community facilities.
- Council aims to provide a wide range of activities across our community venues that benefit people of all ages, levels of interest and skills.

ABOUT THESE GUIDELINES

These guidelines are intended to provide all the information prospective hirers may require prior to lodging an EOI application form. If you require further information or assistance on completing the form, please call 9083 8300 Monday to Friday between 8.30am and 4.30pm or email your inquiry to venuehire@waverley.nsw.gov.au

DEFINITION

A regular hirer is defined as a person or group who wishes to hire a Waverley Council indoor facility for 6 or more bookings in a calendar year.

APPLICATION PERIOD

Applications open on Monday 21 September with all applications to be received by Sunday 18 October.

No applications received after this date will be considered as part of the EOI process. However, it will still be possible to hire Waverley Council venue where vacancies exist, after the EOI process has been completed.

COVID SAFETY MEASURES

Council have completed safety assessments of our venues to ensure they are COVID safe and fit for community hire. Hirers are required to prepare and implement appropriate measures to ensure their staff and volunteers are aware of information on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.

The process of developing your own COVID Safety Plan or COVID-19 Safe Checklist and Risk Assessment will assist hirers and organisers to effective plan their events/meetings to ensure they are COVID Safe.

Hirers are recommended to address the matters in the COVID-19 safety checklist as approved by the Chief Health Officer and published on the New Health website when completing their plans.

Council is not the approving authority for COVID Safety plans, and we are not the relevant authority to provide training on health-related matters.

Information required by the hirers can be found on the NSW Health website. Further links are below for each specific section.

- The checklist for COVID-19 Safety Plans can be located on how to make your business COVID Safe
- Information on testing, symptoms, etc. is located on the following link COVID testing clinics
- Physical distancing information can be located on physical distancing
- Relevant details on cleaning can be located on COVID cleaning
- Educational information such as fact sheets and posters are located on COVID resources
- Further general information on physical distancing, hygiene and other measures to help prevent the spread of COVID -19 can be located on health and wellbeing

If you have any questions regarding the COVID Safety Plan contact the Venue Hire office on 9083 8300 or email venuehire@waverley.nsw.gov.au
**AVAILABILITY OF FACILITIES**

Hirers are advised that the Bondi Pavilion is undergoing a major upgrade and will not be available to hire during this period.

It is anticipated that the upgrade project will be completed in late 2021 and a separate EOI process will be undertaken prior to the reopening, for groups wishing to hire venues in the upgraded building.

More information regarding the project can be found at [Bondi Pavilion Restoration and Conservation Project](#).

The Margaret Whitlam Recreation Centre Community Room will host the Local Government Elections in 2021. It is anticipated the room will not be available between July and September however, dates are yet to be confirmed. Hirers that use the room during this time will be relocated to alternate venues where possible.

Applicants are also advised that Waverley Library venues will not yet be available for hire. Further details on the reopening of the venue will be provided to all hirers.

Waverley Council’s venues occasionally play host to large annual events, which may result in the need to cancel a regular hirer’s booking. Wherever possible a minimum of 14 day’s notice of cancellations will be given and an alternative venue will be offered. Where this is not possible or not taken up by the hirer, a full credit of any fees paid will be made. No other compensation will be given.

Waverley Council venues have differing opening and closing times. In addition, many venues host functions on weekend evenings and are not available to regular hirers between these times.

Table 1 (page 3) outlines the Waverley Council venues and facilities available for regular hire during the period of 4 January to 31 December 2021. Regular hire applicants should refer to the table to check the suitability and availability of the different venues prior to selecting their preferred facility.

Hirers should consider the limitations in availability when making their application. Please ensure you have read this document in full prior to completing your application.

**PROCEDURE FOR ASSESSING APPLICATIONS**

Council officers will assess all applications against the following criteria. All applicants will be notified of the outcome of their application as soon as possible after Monday the 2 November 2020.

**ASSESSMENT CRITERIA**

- Does the applicant have an established connection to Waverley or experience in operating from Council venues?
- Is the activity aligned with Waverley Council’s [Community Strategic Plan 2018-29](#) along with other planning documents and other Council priorities?
- Does the activity encourage participation by Waverley residents, including residents of diverse backgrounds and ages?
- Is the group primarily based in Waverley and what proportion of participants live in the Waverley LGA?
- Does the activity meet the primary purpose of the requested venue? E.g. Recreation, arts activities.
- If the applicant is an existing hirer, have they acted in accordance with Council’s Conditions of Hire under previous hire agreements?
- Can the applicant meet financial obligations and pay hire fees on time? Does the group have any outstanding debt with Council?
- Does the group run an existing activity elsewhere and/or is there evidence of sustainable minimum numbers or signs of growth?
- Has the group provided all the required supporting documentation (Public Liability Insurance/proof of Not for Profit status)?

**Following the assessment of all applications, one of the following outcomes will be reached:**

- Where an application meets the assessment criteria and no other group has requested the same booking time, an offer will be made to the applicant. The group will be asked to complete the Regular Hire Agreement, sign the appropriate declaration and submit their current Public Liability Insurance details.
- When two or more groups have applied for identical times and facilities, negotiations will take place to try to meet the needs of each group as much as possible. Where the negotiations fail and there is a conflict with the bookings, applications and their suitability to the selection criteria will be referred to the Executive Manager Property and Facilities for resolution. Groups will then be advised of the outcome.

**COMPLYING WITH THE REGULAR HIRING AGREEMENT**

- Upon signing the Regular Hire Agreement hirers are committed to utilise the facility on the dates and times as specified in their agreement.
- If hirers wish to change the details of their agreement after commencement they must apply to do so in writing, to venuehire@waverley.nsw.gov.au.
- The one-off extension of time or an additional ad-hoc booking will be treated as a casual booking and be charged separately.
TABLE 1. List of indoor community venues

<table>
<thead>
<tr>
<th>Venue</th>
<th>Facilities Available</th>
<th>COVID Capacity</th>
<th>Suitable Uses</th>
<th>Available Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Whitlam Recreation Centre</td>
<td>Indoor Sports Court</td>
<td>100pax court. 42 spectators</td>
<td>Sporting activities.</td>
<td>Mon to Sun 7am–10pm</td>
</tr>
<tr>
<td></td>
<td>Community Room</td>
<td>45pax</td>
<td>Low impact classes, large meetings.</td>
<td>Mon to Fri 7am–10pm Sat/Sun 7am–12pm</td>
</tr>
<tr>
<td></td>
<td>Northern Club Room</td>
<td>10pax</td>
<td>Low impact classes, small meetings, Children’s activities.</td>
<td>Mon to Fri 7am–9pm</td>
</tr>
<tr>
<td>Amenity Building (Waverley Park)</td>
<td>Utility room</td>
<td>6pax</td>
<td>Children’s activities, small meetings, low impact classes.</td>
<td>Mon to Fri 7am–9pm</td>
</tr>
<tr>
<td>School of Arts</td>
<td>Hall</td>
<td>29pax</td>
<td>Various classes, dance, martial arts etc.</td>
<td>Mon to Sun 7am-9.30pm</td>
</tr>
<tr>
<td></td>
<td>Room A</td>
<td>16pax</td>
<td>Children’s / Low impact classes, small meetings.</td>
<td></td>
</tr>
<tr>
<td>Mill Hill Community Centre</td>
<td>Hall</td>
<td>45pax</td>
<td>Seminars, large meetings, community social activities, dance.</td>
<td>Mon to Fri 5pm–10pm Sat/Sun 8am–10pm</td>
</tr>
<tr>
<td></td>
<td>Room 3 &amp; 4 (second floor)</td>
<td>4pax</td>
<td>Small meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 1 (first floor)</td>
<td>6pax</td>
<td>Seminars, meetings, training sessions.</td>
<td>Mon to Sun 8am-10pm</td>
</tr>
<tr>
<td></td>
<td>Room 2 (second floor)</td>
<td>12pax</td>
<td>Seminars, meetings, training sessions.</td>
<td></td>
</tr>
<tr>
<td>Thomas Hogan Community Hall</td>
<td>Hall</td>
<td>29pax</td>
<td>Children’s activities, dance, martial arts classes.</td>
<td>Mon to Sun 8am-9.30pm</td>
</tr>
<tr>
<td>Hugh Bamford Community Hall</td>
<td>Hall</td>
<td>45pax</td>
<td>Children’s activities, dance, martial arts classes.</td>
<td>Mon to Sun 8am-9pm</td>
</tr>
<tr>
<td>Kimberley Reserve Hall</td>
<td>Hall</td>
<td>12pax</td>
<td>Children’s activities, small meetings</td>
<td>Mon to Sat 8am-9pm</td>
</tr>
<tr>
<td>Wairoa Community Centre Hall</td>
<td>Hall</td>
<td>10pax</td>
<td>Children’s activities, small meetings</td>
<td>Mon to Sat 8am-9pm</td>
</tr>
</tbody>
</table>

*A maximum of 20 people per class applies in indoor recreation facilities and community centres and halls (including group counselling sessions, yoga, Pilates, dance studios, and martial arts training facilities)*
GENERAL TERMS AND CONDITIONS OF HIRE OF Waverley Council Venues

Successful applicants will enter into a Regular Venue Hire Agreement with Waverley Council for the period from 4 January to 31 December 2021.

Prior to the commencement of hire, all hirers will be required to sign a declaration to acknowledge they have read and agree to the Waverley Council General Conditions of Hire, in addition to providing and adhering to the COVID Safety Plan submitted relating to the Community Venues.

The following general terms and conditions of hire apply to all Waverley Council venues. Failure to meet these conditions in full may result in the loss of their bond or cancellation of the hirer’s agreement.

NB: Where the hirer appoints a representative to run an activity on their behalf, the hirer named in the agreement is responsible for ensuring that their appointed representative is aware of and adheres to all conditions during the period of hire.

COVID

- Hirers should address COVID matters as approved by the Chief Health Officer and published on the New Health website when completing their COVID Safety Plans.
- Council is not an approving authority of COVID Safety Plans. However, where it’s clear an unsatisfactory effort has been made, hirers will be required to resubmit an appropriate plan.
- Hirers are responsible and liable for their own activity and the health and wellbeing of their participants as per their COVID Safety Plan.
- Hirers are required to keep a copy of the COVID-19 Safety Plan and make it available for inspection by an authorised officer as requested. Any fines resulting from a breach of Public Health Orders will be the responsibility of the hirer.
- Penalties for breaching Public Health Orders range up to $55,000, with a further $27,500 penalty possible for each day an offence continues.

Access and Use of the Venue

- Access instructions, including details of and key/card collection, will be sent to the hirer the prior to the start date, provided that all fees associated with the booking have been paid in full. It is the Hirer's responsibility to make arrangements for the safe pick-up and return of keys/cards, where they are required.
- Hirers can only access the venue during the dates and times specified in their Regular Hire Agreement.
- Council reserves the right to apply a charge for costs incurred by any security call-out plus any additional fees incurred.
- Hire times must include set up and pack down time and any necessary COVID cleaning.
- Council reserves the right to control the venue including all means of entry and exit, and the timing of opening and closing the doors and admission of the public (including the right to refuse admission to any person or persons).
- The hirer, or the hirer's representative, must be in attendance before the advertised start of the Event and at the end of the Event.
- All hirers are required to exercise reasonable care for the safety of all people attending Council’s community facility during the times of their hire.
- The hirer is responsible for the conduct of all patrons to ensure that no disorderly or unlawful behaviour is permitted in connection with the use of the facility, in/or around the facility, parking bays and surrounding areas.
- The consumption of alcohol is prohibited in all Waverley Council's community venues.
- The hirer, while on the premises, shall abide by any directives given by Council, and its representatives.
- The hirer shall not use the address of the facility as their mailing address.
- No pets or animals are allowed on the premises with exceptions as per Disabilities Act, (Environmental Protection Act).
- The hirer must reimburse Council as a debt due and payable on demand for all costs incurred by Council as a result of the hirer not doing something under the Regular Hire Agreement that the hirer is required to do.

Security Bonds

- A security bond is required to be paid by all regular hirers prior to the commencement of their agreement. The amount of bond will be between $100 and $500.
- The security bond will be held until the cessation of the venue hire agreement.
- If all the conditions of hire have been met and all fee payments have been made in full then the bond will be refunded by EFT, within 28 days of the cessation of the agreement.

Insurance

- All Regular Hirers are required to have Public Liability Insurance for no less than ten million dollars ($10,000,000), in which Waverley Council must be named. Council's Insurers do not ensure the hirer and/or the person on whose behalf the hire is made.
- The Hirer must submit a certificate of currency to Council as required and prior to payment of the hire fees for the first Event. Council reserves the right to cancel a booking if the Hirer fails to comply.

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The hirer by signing the hire agreement agrees to indemnify Council against all costs and any claim that may arise from the hirer’s use of the facility.

**Equipment**
- The hirer is required to ensure that all venue equipment and/or furniture is cleaned and neatly returned to the correct default position or storage location.
- All equipment brought in by the hirer must be removed from the premises no later than the finishing time specified on the regular hire agreement.
- Nails, screws, durex tape or any fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings. The Hirer may use A-frames and temporarily fix signs inside the Venue with removal tape.

**Safety**
- Fire Equipment including fire hoses, extinguishers and fire blankets are provided in Council facilities as a requirement by law. The hirer must advise if any fire equipment is used in any way. Misuse of this equipment will result in the forfeiting of the hirers bond and the discontinued use of Council facilities.
- Regular hirers will be provided with a copy of the emergency evacuation procedure for the venue hired by the responsible Venue Officer.
- Community venues are not equipped with emergency first aid kits. It is the responsibility of the hirer to have first aid always supplies available during each booking.
- The hirer must keep all exits clear and open for exit or entry without hindrance at all times. Blocking a fire exit is unlawful.
- Use of dangerous goods – The hirer must not bring or permit any smoke machine, flame, candle, incense burners, explosive, fuel, ammunition, pyrotechnic, firearm or flammable liquid or substance, or any dangerous weapon to be brought into, or used in a community venue

**Cleaning**
- The hirer must leave all hired areas of the venue secured as instructed by Council, in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, wiping down all chairs and tables, and sweeping floors if required to return the venue to a clean condition.
- If extra bins are required, then the hirer should request these from the Venue Officer of the facility being hired.
- If a hirer finds a facility in an unfit state, they must report this to the Venue Officer as soon as possible. Photographic evidence should be provided.

**Smoking**
- Smoking is not permitted in any of Waverley Council’s Community venues, as specified under the Local Government (Theatre and Public Halls) Amendment Act 1989.

**Damages**
- All hirers must report all incidents of damage plus details of any accidents occurring during their hire to the Venue Officer.
- Council facilities are multi-use with differing flooring surfaces that may include concrete, wood, linoleum and others. The hirer must ensure that the activities carried out during the period of hire will not damage the floor surface of the facility being hired e.g. tables and chairs must not be dragged across wooden floors.
- The hirer is responsible for the full replacement cost of any damages, lost keys or breakages to the facility fittings and contents, and the surrounding grounds or any additional cleaning that is required.
- Waverley Council accepts no liability for the loss or damage of any equipment or personal effects lost by the hirer or people attending their activity.

**Noise Controls**
- Music sound levels must not cause annoyance to other occupants of the venue/building or centre of which the venue forms part. Any breach of noise regulations may result in Council taking action under the Protection of the Environment Operations Act 1997 (NSW).
- The hirer must immediately comply with any request from the Council officers to reduce sound levels.
- All hirers must ensure that their activities do not impact on local residents living in close proximity to the venue, or other hirers using other areas of the same venue.

**Advertising**
- The hirer must not place advertisements of any description or kind on any section or part of the venue or the grounds, unless authorised by the Coordinator Community Venues.

**Parking**
- Parking is not available to hirers as part of the venue hire of any of Waverley Council's venues. Hirers are advised that parking restrictions apply in the surrounding streets of most venues.
- The hirer is not permitted to park any vehicle on driveways or footpaths near or around the venue.
- Hirers are asked to encourage the use of public transport by people attending their activities.
Storage
- No guarantee of availability of storage is given. Hirer’s should request the availability of storage with the Venue Officer.
- Storage fees apply which can vary between $10-$50 per week.
- Waverley Council reserves the right to request the hirer to vacate storage at any time.

Lock down procedure
- Where a hirer is responsible for locking down a facility, they must ensure all windows and doors are locked. All lights, fans, heaters etc. are to be turned off.
- The loss of any keys or swipe cards issued to hirers must be reported immediately to the Venue Officer of the hired facility. The cost of replacing items will be invoiced.

Cancellations by Council
- Some of Waverley Councils venues occasionally play host to large annual events e.g. annual community festivals, elections etc. which may result in the need to cancel a regular hirer’s booking.
- Wherever possible a minimum of 14 day’s notice of cancellations will be given and an alternative venue will be offered. Where this is not possible or not taken up by the hirer, a full refund of any fees paid will be made. No other compensation will be given.

Cancellations by Hirers
- Should the hirer wish to cancel or change their regular booking/s, they may do so by notifying the Venue Officer in writing, with 14 day’s notice. If less than 14 day’s notice is received 50% of the fee is non-refundable and will be invoiced.
- Breaks within bookings must be no longer than two weeks within a 10-week booking period.
- If hirers are forced to cancel any bookings due to COVID restrictions, a full refund will be offered for any paid bookings impacted.

Hire fees
- Waverley Council Pricing Policy, Fees and Charges 2020-21 will apply.
- The Fees and Charges are reviewed annually, and any increases are applied from 1 July 2021.
- Community Not for Profit groups will continue to be supported by Waverley Council with a 50% subsidy being applied.
- Councils Fees and Charges can be found at Fees and Charges 2020-21.