



Community Centre Hire – Casual and Regular

Please complete all mandatory fields marked with (*)

You may need to supply the following information with your application.

- Certificate of Currency showing a minimum ten million dollars (\$10,000,000) Public Liability Insurance

1. Community Centre to be hired*:

<input type="checkbox"/>	19 on Green	19 Green Street Brompton
<input type="checkbox"/>	Bower Cottages Community Centre	200 Bower Road, Semaphore Park
<input type="checkbox"/>	Cheltenham Community Centre	62 Stroud Street North, Cheltenham
<input type="checkbox"/>	Findon Community Centre	222 Findon Road Findon
<input type="checkbox"/>	Henley & Grange Community Centre	196A Military Road Henley Beach
<input type="checkbox"/>	Seaton North Neighbourhood Centre	16 Cairns Avenue Seaton
<input type="checkbox"/>	The Brocas	111 Woodville Road St Clair
<input type="checkbox"/>	West Lakes Community Centre	Cnr Brebner Drive and West Lakes Boulevard West Lakes

2. Type of hire*:

<input type="checkbox"/>	Casual Hire (Go to number 4)	<input type="checkbox"/>	Regular Hire (Go to number 5)
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3. Use of the venue*:

<input type="checkbox"/>	Arts / Crafts	<input type="checkbox"/>	Recreation
<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Social Gathering
<input type="checkbox"/>	Educational	<input type="checkbox"/>	Sports
<input type="checkbox"/>	Health / Fitness	<input type="checkbox"/>	Theatre
<input type="checkbox"/>	Meetings	<input type="checkbox"/>	Training
<input type="checkbox"/>	Other (Please specify):		

3.1. Use of electrical equipment required?*

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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3.2. If yes what tick what equipment is required:

<input type="checkbox"/>	Computer	<input type="checkbox"/>	Stereo Audio Cable
<input type="checkbox"/>	DVD Player	<input type="checkbox"/>	VGA Cable
<input type="checkbox"/>	Portable Microphone & PA System	<input type="checkbox"/>	Wireless Mouse and Keyboard
<input type="checkbox"/>	Projector		

4. Casual Event Details*:

Number of attends:			
Date required from:		Date required to:	
Start Time:		Finish Time:	



5. Regular Event Details*:

Date(s) of Hire:			
Time of hire from:			
Time of hire to:			
Special Requirements			
<input type="checkbox"/>	During School Holidays	<input type="checkbox"/>	On Public Holidays
Payment Weekly (cash only)			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Frequency of Invoicing			
<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Quarterly / School Term
<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Once only

6. Hirer Details:

Name of Organisation: <i>(if applicable)</i>	
Contact Person*: <i>(Company/Dr/Miss/Mr/Mrs/Ms)</i>	
Address*:	
Postal Address*:	
Phone*:	Mobile:
Email*: <i>(for Council to use to contact)</i>	
ABN:	

7. Conditions*:

I/We the Hirer/s acknowledge having received, read and understood Council's standard Terms and Conditions of Hire. I/We also agree to ensure that the person/s in the club/group/organisation/party who will be accessing the Centre have understood these conditions, and as the Hirer, take full responsibility for their actions.

<input type="checkbox"/>	Accept
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8. Privacy Policy*:

By submitting this form, I consent to the City of Charles Sturt collecting, retaining and using my personal information provided in line with [Council's Privacy Policy](#).

<input type="checkbox"/>	Accept
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9. Disclaimer*:

Any property that is stored on Council premises (even though we endeavour to ensure items are secure), you do so at your own risk and we are not responsible for any loss or damage.

<input type="checkbox"/>	Accept
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Name: _____ Position: _____

Signed: _____ Date: _____



Community Development Officer Signed: _____ Date: _____

Office Use Only

Casual Hire

Key Issue for Access to Council Property Form completed:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Keys have been returned after the hire:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Security required for booking:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Container B8879 Trim Ref (this form):				
Value of security bond held: \$	Value of security bond refunded: \$			
Casual hire fee paid: \$	Other fees paid: \$			
<input type="checkbox"/> SAMS (South Australian Monitoring Services) notified by 4:00pm on Fridays of out of hours hire via phone / fax: 8443 9625				

Regular Hire

Key Issue for Access to Council Property Form completed:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Public Liability Insurance on file:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Payment: \$				
Container B8885 Trim Ref (this form):				



Terms and Conditions of Casual Hire

Casual Hire of Community Centres

Any breach of these conditions may result in a loss of Security Bond money, and/or additional costs may be levied against the hirer.

Security Bond

Charges in addition to those paid by the Hirer may be levied against the Hirer to cover security, cleaning and or damages to Council's property if the value is greater than that of the held security bond money. The Community Development Officer reserves the right to increase the value of the security bond at their discretion. The security bond will be released (in part or full) 10 working days after the date of the function in the form of a cheque posted or EFT to the nominated hirer.

Payment of Hire Charges

All prices are subject to variation and hire fees will be those current at the time the function is held. A minimum security bond of \$500 (subject to variance by the Community Development Officer) must be lodged in conjunction with the "Hall/Room Hire" form. This will be refunded (in part or full) no more than 10 working days after the function.

If the security bond is not lodged within 10 working days of the initial booking having been made, the booking will be cancelled without further notice. The remaining hire fee/s must be paid before the date of the function.

Indemnity

The Hirer must agree to indemnify and to keep indemnified the Council its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire of the hall.

Insurance

- Depending on the type of function/activity you are conducting on Council property, the Hirer may be required to provide Council with proof of their Public Liability Insurance (a Certificate of Currency will be required) for a minimum of \$10,000,000 (ten million dollars).
- Please make sure you have included all aspects of your activity on the application form. Where a third party is supplying a good or service; a copy of the Certificate of Currency for their Public Liability Insurance policy, with a minimum cover of \$10,000,000 (ten million dollars) will be required.
- Council reserves the right to allow use of the venue by the Hirer, subject to proof of Public Liability Insurance. Please seek advice from the Community Development Officer at the relevant Community Centre if you are uncertain of your responsibilities and obligations prior to paying any monies for your booking.

Subletting

Subletting of the halls or any part thereof is strictly prohibited and may make null and void any security bonds and/or agreements.

Cancellations

Cancellations of bookings, where a deposit has been made, must be given in writing not less than 10 working days prior to the date of the function; otherwise any monies paid in reservation or hire of the facility may be forfeited.

Accessing Premises

The Hirer cannot access the premises earlier than 8:00am on the day of the function to set up the hall/room. This allows time for inspection of the hall/room to occur, and any emergency cleaning to be carried out.



Cleaning, Security and Vacating Premises

- In the case of any function, the function must conclude by the time specified on the “Hall/Room Hire” agreement; and not later than 12:30am in the case of an evening booking. One (1) hour only is allowed after this time for cleaning, with the premises to be completely secure and vacated no later than 1:30am in the case of an evening booking.
- Within that same hour allowed for cleaning, or within an alternate timeframe as permitted by the Community Development Officer, the Hirer shall remove from the building all materials that are property of the Hirer. Any materials not removed within these timeframes may be disposed of at the discretion of the Community Development Officer.
- It is the responsibility of the Hirer to ensure that the hall/room hired and, in the case of exclusive hire of the Community Centre, that the surrounding gardens and or paved areas are left clean and secure ; all appliances (with the exception of refrigerators and wall-urns) are turned off.
- This includes returning any furniture to its original position, stacking of chairs and tables in an appropriate manner, sweeping and/or mopping any major spills or hazards on the floor, removing any decorations and placing any rubbish in the bins provided. If the bins are full, it is the responsibility of the Hirer to take any additional rubbish with them.
- All cleaning must be completed in the allotted time of hiring.
- If appropriate ensure that the building’s alarm is armed prior to departure.

Damages

If the value of damages to the hall/room hired is greater than the value of the security bond held, the hirer agrees to bear any reasonable costs to repair the damages.

Advertising and Decorations

No advertising is permitted on or in any part of the building and its surrounds without prior written approval from the Community Development Officer.

Decorations must not be hung from the ceiling and adhesive substances must not be used on any walls. All decorations must be hung from any hooks provided, and removed prior to vacating the premises.

Liquor Permit

In accordance with the provisions of the Licensing Act 1999, a Limited License must be obtained for the supply of liquor at a function where either:

- The cost of liquor is to be recouped by imposing an admission/cover charge on those attending the function; or
- Liquor is to be sold on the premises.

It is the responsibility of the Hirer to arrange for the relevant Limited License, a copy which must be lodged with the City of Charles Sturt no later than 10 days prior to the function. Limited Licenses are available from the Licenses Premises Division at 50 Grenfell Street, Adelaide. The hirer must take the license to the function.

What the Hirer Must Provide

The Hirer is advised that it is their responsibility to arrange for the supply of tea-towels, glasses, napery and all consumable materials including garbage bags for disposal of rubbish. Unless prior arrangement has been made with the Community Development Officer.

Noise

The volume of music must be controlled in the interests of the nearby residents, and must cease no later than 12:30am in the case of an evening booking. The volume of music played shall be no greater than that which would breach the Noise Control Act. Excessive noise may result in full or partial loss of security bond.



Keys

Keys and Security Access Codes are available no earlier than one (1) working day prior to the function. The security bond includes the key deposit. In the event of lost keys, the hirer may be held accountable for changing or re-pinning of locks as required.

It is the responsibility of the Hirer to ensure that any keys and access codes are collected during the Community Centre's office hours or at a pre-arranged time with the Community Development Officer. The keys are to be returned to the Community Centre on the first available working day after the function during the Community Centre's office hours, or at a pre-arranged time with the Community Development Officer.

Barbecues and Smoking

No food is to be cooked on a barbecue or any kind of open cooking device inside or outside of the building, including the landscaped areas

The consumption of food and beverages and the provision and playing of music or entertainment shall be restricted to inside the building only.

Smoking is not permitted in any Council building. This is in accordance with Council's Occupational Health and Safety Policy. Fire extinguishers are for use in an emergency situation only.

Special Conditions

The Community Development officer may at any time impose special conditions on the Hirer in addition to these Standard Terms and Conditions. In this instance, the Hirer shall be notified in writing no less than 10 working days prior to the function. **Any additional conditions override any conflicting standard conditions.**

Electrical Equipment

A sound system, TV, Overhead Data Projector and Screen is available to use for your function. Please ensure that you have discussed your requirements when making a booking. Verbal and written instruction will be made available for using the Projector Control Panel.

All other electrical equipment on the premises must be electrically tested and tagged. It is the responsibility of any group or individual bringing in to the centre any electrical equipment to have the equipment tagged and tested at their own cost.

Any damages caused by the use of non-electrically tested and tagged equipment will be the responsibility of the hirer. Any damages caused to the Centre's electrical equipment may result in full or partial loss of security bond.

No Smoke Machines

No jumping castles permitted inside or outside.

Code of Conduct

All users of the community centre must comply with the Community Centres Code of Conduct. A copy of the Code of Conduct is attached to this document.



Terms and Conditions of Regular Hire

Regular Hire of Community Centres

Any breach of these conditions may result in additional costs being levied against the hirer.

Indemnity

The Hirer must agree to indemnify and to keep indemnified the Council its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire of the hall.

Insurance

- Depending on the type of function/activity you are conducting on Council property, the Hirer may be required to provide Council with proof of their Public Liability Insurance (a Certificate of Currency will be required) for a minimum of \$10,000,000 (ten million dollars).
- Please make sure you have included all aspects of your activity on the application form. Where a third party is supplying a good or service; a copy of the Certificate of Currency for their Public Liability Insurance policy, with a minimum cover of \$10,000,000 (ten million dollars) will be required.

Subletting

Subletting of the halls or any part thereof is strictly prohibited and may make null and void any security bonds and/or agreements.

Vacating and Restoring Rooms

In the case of any activity the room is to be vacated as quickly as possible after the allotted time. Where required tables and chairs to be stacked and all rubbish removed to the bins provided. Unless alternative arrangements have been made with the Community Development Officer all materials and/property used for the activity also needs to be removed within the allotted time.

Any materials and/or property not removed within these timeframes may be disposed of at the discretion of the Community Development Officer.

Damages

In the event of any damages being caused to the hall/room hired, the Hirer accepts liability for such loss or damage and hereby agrees to indemnify the City of Charles Sturt against all proper costs, charges and expenses in respect thereof.

Advertising

No advertising is permitted on or in any part of the building and its surrounds without prior written approval from the Community Development Officer.

Barbecues and Smoking

No food is to be cooked on a barbecue or any kind of open cooking device inside or outside of the building, including the landscaped areas, without written approval from the Community Development Officer.

The consumption of food and beverages and the provision and playing of music or entertainment shall be restricted to inside the building only.

Smoking is not permitted in any Council building. This is in accordance with Council's Occupational Health and Safety Policy. Fire extinguishers are for use in an emergency situation only.



No Smoke Machines.

No jumping castles permitted inside or outside

Special Conditions

The Community Development Officer may at any time impose special conditions on the Hirer in addition to these Standard Terms and Conditions. In this instance, the Hirer shall be notified in writing no less than 14 working days prior to the function.

Cancellations/Change of Sessions

Cancellation of bookings must be made in writing not less than 2 weeks prior otherwise the hirer will be charged for the booking. Requests for changes to the supplied dates and times must be made in writing to the Community Development Officer who will advise if the change can be accommodated.

What the Hirer Must Provide

The Hirer is advised that it is their responsibility to arrange for the supply of tea-towels, glasses, napery and all consumable materials including garbage bags for disposal of rubbish. Unless prior arrangement has been made with the Community Development Officer.

Code of Conduct

All users of the community centre must comply with the Community Centres Code of Conduct. A copy of the Code of Conduct is attached to this document.



Community Centres – Code of Conduct

1. Purpose

The Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that all users of the Community Centre are expected to demonstrate whilst using these premises.

2. Statement

The Community Centre is a place for the community to come together to share, enjoy and participate in programs, activities, meetings and social gatherings in a safe and secure environment.

The Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that Staff, Volunteers and all Community Centre participants are expected to demonstrate while at the Centre.

3. Standards of Behaviour

- Open, honest and fair in dealing with each other
- Respectful
- Polite and courteous at all times
- Tolerance, respecting the beliefs or practices of others
- Adhering to staff direction as required

4. Unacceptable Standards of Behaviour

- Discrimination
- Racism
- Bullying and/or Harassment
- Verbal and/or physical abuse
- The use of, or being under the influence of non-prescribed drugs and/or alcohol
- Ageism
- Not putting the safety of yourself and others of risk

5. Privacy & Confidentiality

All users of the Community Centre are encouraged to openly discuss with Staff any problems or difficulties that may arise.

Any information collected and recorded by Staff remains private and confidential.

6. Breaches of the Code of Conduct/Disciplinary Action

Any breaches of the Code of Conduct could result in being asked to leave the Community Centre and failure to comply could result in Police involvement.