



Lawson Mechanics Institute

Booking request

284 Great Western Highway LAWSON

E: council@bmcc.nsw.gov.au **T:** 4780 5000 **F:** 4780 5555
M: Locked Bag 1005 KATOOMBA NSW 2780.

Thank you for your booking request. Confirmation will be sent to the Principal Hirer.

NOTE: The Main Hall capacity is limited to 142 people.

Booking details

Day/Time (Available 7 days of the week from 7am to 12 midnight. Bookings must be a minimum of 1 hour)

Start date:

End date:

Start time:

End time:

Frequency:

One off event

Recurring event

Day/s:

Monday

Wednesday

Friday

Sunday

Tuesday

Thursday

Saturday

Recurrence pattern:

Daily

Weekly

Fortnightly

Monthly

Quarterly

Other

Exclude:

School Holidays

Public Holidays

Keys

Keys to be collected from:

Katoomba Council office

Springwood Council office

Event details

Type of function:

Public function
Private function

Attendance is by:

Formal invitation / ticketed event
Open invitation

No. of attendees:

Type of event

Tuition Meeting Party Concert
Other

Description of event:

Predominant age group of attendees:

Will alcohol be present:

Yes No

If alcohol is present you will need a liquor permit from NSW Police. If alcohol is for sale you will also need to obtain a liquor licence. A copy of the document/s must be provided prior to the collection of keys.

High risk events

Security guards and higher bond amounts apply to high risk events. As a guide, an event may be classified as high risk if three or more of the following apply.

Please indicate if statement applies:

Alcohol present

Function is a party or celebration

Predominant age bracket at event is under 30

The event is by open invitation

Principal hirer *(must be over 18 years of age)*

All correspondence will be forwarded to the e-mail address, where provided.

Full Name:

E-mail address:

Organisation: *(if applicable)*

Mailing address:

Is the organisation a non-profit group:

Contact Phone Number:

Yes No

Terms and conditions of hire

Uses / activities that are not permitted are:

1. Any other activity other than the function stated;
2. The drilling of holes, nails, tacks or other such materials that cause permanent damage to the building, its fixtures and fittings;
3. The use of adhesive tape on the floor, walls or ceiling;
4. The use of exposed / naked flames including BBQ's (unless specifically requested and permitted);
5. Pets on the premises or surrounding grounds (unless specifically requested and permitted for example, a petting zoo may be permissible);
6. Smoking on the premises;
7. Outdoor banners / signs unless permitted on an existing sign or obtained under separate approval;
8. Liquor unless appropriate permits / licences are provided to the Council.

The Principal Hirer is accountable and responsible for:

9. Ensuring that all fire exits are kept clear at all times and fire regulations are strictly adhered to;
10. Damages that occur to the facility, its grounds and / or equipment during use;
11. Ensuring that the stated capacity of the facility is not exceeded and that vehicular parking, entry and exit does not cause safety issues or nuisance to surrounding areas;
12. The hiring of security guards when required (1 per 50 people);
13. Ensuring that electrical articles / leads that are brought onto the premises have been tested and tagged by a qualified electrician;
14. Seeking and obtaining other licences/permits/approvals that may be required for the event;
15. The use of portable ladders, scaffolding or elevated platforms in accordance with WorkCover NSW requirements including operator permits;
16. Returning the premise to a clean and tidy state;
17. Turning off equipment and securing the building;
18. Payment of 25% of the original fee for bookings cancelled within 5 working days.

Failure to comply with these terms and conditions could cause a future request for hire to be refused and bookings already made to be cancelled. The bond may be forfeited.

Note: As Principal Hirer you have direct responsibilities:

- a) Under the *Work, Health and Safety Act* to ensure safe work practices are followed. To minimise risk, ensure that any contractor or commercial operator engaged as part of the event holds a current liability / workers compensation certificates and / or appropriate licenses.
- b) Where the production and service of food forms part of the event *Food Safety Standards* must be met. If a commercial caterer is engaged ensure that they hold current product / public liability.

Council reserves the right to cancel access to a facility for an event. In extreme circumstances this may occur with limited notice. In such instances and where possible every effort will be made to accommodate the event on an alternate day or in another (suitable) Council managed venue.

Public Liability

In consideration for the use of the facility, the Principal Hirer agrees to indemnify Blue Mountains City Council against any claims caused by negligence of the hirer in connection with the use or occupation of the premises. This insurance shall not apply to negligence of the Council.

I agree

*Sporting Clubs, Incorporated bodies, Associations, Commercial for profit businesses and / or individuals or groups who charge a fee for service and / or an admission fee, are required to provide a **Certificate of Currency** with a minimum public liability of \$20,000,000 as evidence of separate insurance.*

Certificate of currency:

Copy attached

Note applicable

As Principal Hirer, I have read and agree to the terms and conditions of hire and public liability provisions.

Signature:

Date:
