

# Booking Request

## Wentworth Falls School of Arts

217-219 Great Western Highway, Wentworth Falls



### COVID-19 BOOKING CHANGES

Under the Public Health Orders you must have a COVID-19 Safety Plan to help you keep your attendees safe. This plan is to be made available to Council if requested. To access a guide and template go to [nsw.gov.au/covid-19/industry-guidelines/community-centres-and-halls](https://nsw.gov.au/covid-19/industry-guidelines/community-centres-and-halls)

### Booking details

Available 7 days per week from 8am to 12midnight. Bookings must be a minimum of 1 hour.

Office reference only

**F00282**

Start date

End date

Booking Number

Setup time (min 1/2 hr)

Function time

Pack up time (min 1/2 hr)

Start:

Start:

Start:

Finish:

Finish:

Finish:

### Frequency

One off event

Recurring event *(please fill out the following)*

Event occurs

Day/s of occurrence

Exclude

Daily

Monday

School Holidays

Weekly

Tuesday

Public Holidays

Fortnightly

Wednesday

Quarterly

Thursday

Other

Friday

Saturday

Sunday

Is the organisation a non-profit group?

*If yes, please attach supporting documentation.*

Yes

No

### Booking requirements

Meeting room / supper room / domestic kitchen

Theatre / dressing rooms

*if using the theatre, what do you require from the following:*

Tiered seating for 119 people

retracted    extended

Free standing seating 1-4 rows

*how many rows to you require?*    1    2    3    4

Grand piano

Stage lighting

Access to stage ladder

Elevated work platform *(licence required)*

Microphone

### Further information

Hall User Guides can be found online at  
[bmcc.nsw.gov.au/community/halls-for-hire](https://bmcc.nsw.gov.au/community/halls-for-hire)

**email:** [council@bmcc.nsw.gov.au](mailto:council@bmcc.nsw.gov.au) **phone:** 4780 5000

**address:** Locked Bag 1005, Katoomba, NSW 2780

Hall Booking Form | Page 1

## 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

Number of attendees:

Type of event

Tuition

Meeting

Party

Concert

Other:

Event Description

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 need to obtain a liquor licence. A copy of this documentation will need to be provided prior to key collection.*

## High risk events

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

Alcohol present

Function is a party or celebration

Predominant age bracket 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 email address, where provided.

Name:

Email address:

Contact number

Postal address:

Organisation *(if applicable)*

## 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 BBQs (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 Council

### The Principal Hirer is accountable and responsible for:

1. Ensuring that all fire exits are kept clear at all times and fire regulations are strictly adhered to
2. Any damages that occur to the facility, its grounds and/or equipment during use, ensuring 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
3. The hiring of security guards when required ( 1 security guard per 50 people)
4. Ensuring that electrical articles/leads that are brought onto the premises have been tested and tagged by a qualified electrician
5. Seeking and obtaining other licences/permits/approvals that may be required for the event
6. The use of portable ladders, scaffolding or elevated platforms in accordance with WorkCover NSW requirements including operator permits
7. Retuning the premise to a clean and tidy state
8. Turning off equipment and securing the building
9. Payment of 25% of the original fee for bookings cancelled within 5 working days
10. Regular hirers are invoiced one school term in advance. Payment is due prior to the first day of term unless alternative arrangements have been made

### 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 certificate and/or appropriate licences.
- 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.

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

### Public Liability

*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 public liability of \$20,000,000 as evidence of separate insurance.*

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.

## Certificate of currency

Copy attached

Not applicable

I confirm I have a COVID-19 safety plan in place for my activity

### I have read and agree to the above terms and conditions of hire

Signature of Applicant:

Date:

To submit this form by email, click on the signature box and insert your electronic signature, then click on the submit form button.