

GLORIA PARK PAVILION CONDITIONS OF HIRE – GENERAL

The Schedule of Conditions of Hire is to be read in conjunction with the User Guide.

Both the User Guide and the Schedule of Conditions of Hire are to be retained by the hirer.

HIRING OF CENTRE

The hiring of the Centre is through Blue Mountains City Council, Locked Bag No. 1005, Katoomba NSW 2780. Telephone (02) 4780 5000.

A minimum of two weeks (ten working days) notice is required to process requests for all hall bookings.

SECURITY

Hirers, at their own expense, may be required to engage Security Guards who are licensed and experienced in controlling events. Hirers will be obligated to provide Council with details of the company engaged in order to confirm arrangements.

INSPECTION OF THE FACILITY

Hirers can inspect the facility prior to use. This can be arranged by contacting the Facilities Liaison Officer, City Solutions on (02) 4780 5000.

PRE-PRODUCTION MEETINGS

Where appropriate, meetings will be held between Council staff and the hirer at a mutually agreeable time to identify the technical requirements of hirers, potential problems in staging productions/exhibitions and to develop solutions to any problems.

YOUTH EVENTS

Refer to Youth Event Guidelines on Council's website. (If applicable)

HIRING FEES

All fees and bonds are payable to Blue Mountains City Council. ***These hire fees and charges must be paid before access to a hall can be granted and keys issued.*** Hirers must keep their receipt and present it when picking up the keys. The hire fees quoted, at the time a booking is accepted, are in accordance with Council's adopted fees and charges. Should there be a variation in the fees and charges after the booking is accepted but before the function is held the hirer shall be notified of the variation and will be required to pay any increase prior to the date of hire.

An application form must be completed and signed acknowledging the conditions of hire for a booking to be confirmed. The applicant must be 18 years of age or over.

PAYMENT OF FEES

All outstanding fees and charges must be paid prior to the date of hire.

Regular / ongoing hirers will be invoiced in advance on a quarterly basis.

KEYS

Keys can be collection from Council Offices at Katoomba - 2-6 Civic Place (8.30am - 5.00pm) or at Springwood – 104 Macquarie Rd Prior (9.00am -5.00pm) **NOTE from 21 October the Springwood Office will be located within the Springwood Central Library at same address & the opening time will change to 10.00am.** When completing your Application for Hire forms please indicate, in the appropriate boxes, from which office, you would like to collect the keys. The keys can be collected Monday to Friday prior to the date of hire or as otherwise arranged.

Please note that the Council Offices are not open on Weekends.

If Council is required to respond to a call regarding the failure of the hirer to pick up keys, the hirer will be charged a minimum four (4) hour 'call-out' fee.

Keys must be returned to Council by 10.00 a.m. the next working day after the function or as otherwise arranged. Return the Bond Refund Application form with your keys. After hours keys can be returned via the external mail box at the Katoomba Office & Springwood or from 21 October the Library After Hours Return Bin at Springwood or to library staff if this bin is locked and the library is open.

Lost keys must be paid for by the hirer.

ALARM SYSTEM

Deactivating and activating the alarm system is the responsibility of the hirer. The hirer must ensure that upon receiving the alarm code and instructions that they are kept in a safe place and not given out to others.

CANCELLATION OF BOOKING

Twenty-five (25%) of the hire fees will be retained by Council if cancellation of the booking is less than one week (5 working days) prior to the date of hire.

CANCELLATION OF BOOKINGS BY COUNCIL

Council reserves the right to cancel the booking but this right will only be exercised in extreme circumstances.

CONDUCT OF PERSONS ATTENDING FUNCTIONS

The hirer will be held responsible for the conduct of all persons in attendance and for the cost of any repairs as a result of damaged incurred. The Bond may be held in such instances and should the cost of the damage or cleaning exceeds the Bond then the hirer is liable for the amount of costs incurred.

APPROPRIATENESS OF HALL AND SAFETY REQUIREMENTS

The hirer shall not use the hall for any activity other than for the stated function on the Application Form. It is the responsibility of the hirer, for the duration of the period, to ensure that the hall is appropriate for the stated purpose especially in terms of the safety of the organisers, officials, participants and the public.

FIRE EXITS

All fire exits must remain unobstructed for the duration of the function.

LIQUOR PERMIT AND LICENCE REQUIREMENTS

You must obtain a Liquor Permit to consume liquor in Council halls. Prior approval must be obtained from the NSW Police Service. This is done by applying for a Liquor Permit at the Springwood or Katoomba Police Stations prior to the function. A copy of the approval is to be shown to the Facilities Liaison Officer. The approval is to be retained by the hirer and be available for inspection by the Police or Council Officer during the period of the hire.

To sell alcohol at an event an application for a Liquor Licence is to be made directly to the Liquor Administration Board. A copy of this application is forwarded to the Council and the Police Department for approval at least (30) thirty days prior to the function.

PUBLIC LIABILITY INSURANCE

Hirers are required to complete and sign a Public Liability Insurance Form.

NOISE

All noise must cease at 12.00 p.m. and premises vacated by 12.30 p.m.

SMOKING IS NOT PERMITTED ON THE PREMISES

NO PETS ARE ALLOWED ON THE PREMISES OR SURROUNDING GROUNDS

PREPARATION / DECORATION

Candles (Naked Flames): The hirer must not expose flame.

Adhesive Tape: Must not be applied to the floor, walls or ceiling.

Decorations: May be hung by the use of 'blu-tac' and on the hooks where provided by Council. Under no circumstances are nails or tacks to be used or any equipment to be fitted in a way that may cause damage to the building, fixtures and fittings. Any decorations or other work which necessitates the use of ladders or other temporary platforms is to be brought to the attention of the Facilities Liaison Officer so that the appropriate Council and Work-Cover arrangements can be advised.

Signs in Public Places: Permission must be sought from Council. The hirer is obliged to contact Council regarding regulations.

CLEANING AND GROUNDS

The area outside the venue should be kept clean and tidy. This area is not permitted for use of activities such as market stalls, entertainment or related purposes, unless prior approval is obtained.

REMOVAL OF ITEMS LEFT BEHIND

It is the responsibility of the hirer to ensure that all personal items are removed when vacating the premises. Any costs incurred by Council to remove items left behind by the hirer will be charged against the hirer. Council takes no responsibility for such items.

OPENING AND CLOSING THE BUILDING

The hirer will be responsible for opening and closing the building and reporting any damages to the administration officer. It is the responsibility of the hirer to ensure that the lights and heaters have been turned off, furniture returned to its original position and that the building has been securely locked after the function has finished.

ADDITIONAL REQUESTS

Please note that work and/or activities carried out by Council to suit the hirer's needs, will be charged to the hirer – at a cost.

BOND REFUND

In order to gain the Bond Refund the hirer must complete and sign the Bond Refund Application Form and return this form with the keys to either the Springwood or Katoomba Council Offices no later than the day after the date of hire. Upon receipt of the completed Bond Refund Application Form and keys, a Bond Refund Application Form will be issued (in cheque form) and mailed to the hirer – please allow ten (10) working days for cheque to arrive; NOTE: A breach of any of the Conditions of Hire may result in a claim being made against the Bond.

BREACH OF CONDITIONS

Failure to comply with any of the Scheduled Conditions could cause a future request for hire of the Centre to be refused and bookings already made to be cancelled. The Bond may be forfeited.

AFTER HOURS SECURITY/BUILDING MAINTENANCE EMERGENCY

In the event that the building is not secured or a maintenance emergency occurs after hours please ring 4780 5000 and follow the prompts.

All other non-urgent matters are to be reported to Council during normal business hours (8.30 a.m. to 5.00 p.m. Monday to Friday)