

WAGSTAFFE COMMUNITY HALL

Operated under licence from Gosford City Council by
WAGSTAFFE TO KILLCARE COMMUNITY ASSOCIATION INC.

BOOKING FORM FOR SINGLE EVENT HIRERS

Thank you for your enquiry regarding booking of the Wagstaffe Community Hall. To book the Hall, please complete this form and initial and sign the Rules and Conditions. The booking will be confirmed when the completed form and the deposit have been accepted. If another person is to be responsible for the function, that person must sign these conditions. Please note that you should not advertise your function date until you have received confirmation that your application has been accepted by the Association. Your completed Application, Rules & Conditions form and deposit should be sent to:

Hall Bookings, PO Box 4069, Wagstaffe, 2257. or hall@wagstaffetokillcare.org.au

Cheques should be made payable to : **WAGSTAFFE TO KILLCARE COMMUNITY ASSOCIATION**

EFT payments may be made to: Wagstaffe to Killcare Community Association, BSB 06 2627, Account 1003 0570

APPLICATION (please print) See second page for hourly rates etc.

Name Of Hirer : Organisation : :

Address : Postcode

Telephone : Mobile : Email:

Nature Of Event : Type Of Music :

Name, Address And Phone Number Of Responsible Person, If Different From Hirer

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Type Of Catering (Eg Self Or Catered) : Approximate Number Of Attendees

When Required :	(1)	Date.....Day From..... (AM/PM) To..... (AM/PM)
	(2)	Date.....Day From..... (AM/PM) To..... (AM/PM)
	(3)	Date.....Day From..... (AM/PM) To..... (AM/PM)

	No of Hours	Hourly Cost	Item total Charge	Office use only			
				PD	Type	R/C	Date
Booking fee, non-refundable			\$100				
Hall Hire		\$	\$				
		\$	\$				
Bond		\$500	\$				
Cleaning Fee		\$150	\$				
Extra Tables/Chairs		\$60	\$				
Advanced AV Equipment		\$150	\$				
Use of Piano		\$50	\$				
Total Charge							
Deposit enclosed–Booking Fee plus 50% of Hourly Charge							
Balance due 14 days before event							

Your booking should include time for setting up your function, on the preceding day if necessary, and for dismantling and cleaning at the end, which may be on the morning of the day afterwards. All equipment and decorations must be brought to and removed from the Hall within your booked time. All loud noise and music must cease by 2300 and the Hall must be secured and vacated by 2330. Please respect the neighbours' amenity by leaving the area promptly & quietly.

EQUIPMENT INCLUDED IN HIRE FEE:

Kitchen : 2 stoves, refrigerator, 2 sinks, microwave, instantaneous hot water. Note that this is not a commercial kitchen.

Air Conditioning : Will operate for 3 hour periods when turned on

Basic Tables and Chairs : 6 four person tables and 30 chairs in body of hall

Basic Audio Equipment : Speaker system, cable to connect iPod or similar & microphone

Other : Tea/Coffee mugs, spoons etc are available for your use free of charge. However please note that we do not hire out any other china, cutlery or glassware.

EXTRA EQUIPMENT FOR WHICH ADDITIONAL FEES APPLY:

Extra Tables and Chairs: 24 eight person tables & 120 extra chairs

Advanced Audio Visual Equipment : Digital projector & remote, remote control, DVD player & remote, cable to connect to computer VGA port

Upright Piano : In body of hall

HALL HIRE CHARGES FOR SINGLE EVENT HIRERS						
TYPE OF HIRE	APPLICABLE GROUPS/ORGANISATIONS	WEEKENDS (5.00pm Friday to midnight Sunday) AND PUBLIC HOLIDAYS			OTHER TIMES	
		HOURLY RATE	BOND	CLEANING FEE	HOURLY RATE	CLEANING FEE
1	<ul style="list-style-type: none"> • Commercial Organisations Profit Making Organisations Weddings / Birthdays / Anniversaries • Parties • Large Group Meetings 	\$40	\$500	\$150	\$20	\$150
2	Local area non-profit community based groups or organisations Local = Wagstaffe, Pretty Beach, Killcare, Hardy's Bay, Killcare Heights	By Negotiation	By Negotiation	By Negotiation	\$10	By Negotiation
3	Out of local area non-profit community based groups or organisations	By Negotiation	By Negotiation	By Negotiation	\$15	\$70
4	<ul style="list-style-type: none"> • Small for profit groups or organisations providing a service or benefit specific to the local community. • Small group meetings / seminars 	By Negotiation	By Negotiation	By Negotiation	\$20	\$70
EQUIPMENT HIRE						
EXTRA TABLES & CHAIRS		\$60				
USE OF PIANO		\$50				
ADVANCED AUDIO VISUAL		\$150				

HIRE OF THE WAGSTAFFE COMMUNITY HALL
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RULES & CONDITIONS FOR SINGLE EVENT HIRERS

INTRODUCTION: Wagstaffe Hall is a delightful community facility, set in an attractive residential area. It is there to be used and we welcome your application to use it. Over time, we have found that the following set of rules and regulations is in everyone's best interest. We therefore must insist that all users follow them. Experience and history demonstrate that the Hall is not suitable for 18th and 21st birthday celebrations, so we do not accept bookings for these.

Subject to the following rules & conditions the WAGSTAFFE TO KILLCARE COMMUNITY ASSOCIATION INC (hereafter called 'the Association') grants the responsible person and/or organisation named on page 1 (hereafter called 'the hirer') the right to hire and use the WAGSTAFFE COMMUNITY HALL (hereafter called 'the hall') for the purpose, date(s) and time(s) agreed to by the Association.

1. BOOKINGS & CANCELLATIONS: The booking fee plus a deposit equivalent to 50% of the total hourly hire amount is due with the booking form. The booking will not be confirmed until completed forms, booking fee and deposit have been received.

In the case of bookings which include Saturday evening, this deposit will be forfeited if the booking is cancelled less than 6 weeks prior to the hire date. In all other cases the deposit will be forfeited if the booking is cancelled less than 3 weeks prior to the hire date.

2. PERIOD OF HIRE: The hall is available from the stated commencing time of hire. Hirers must allow time for set up and cleaning in the booking form. Where the hall is used beyond the period of hire the hirer will be charged for the additional use.

3. MAINTENANCE and PRESERVATION: The hirer is responsible for the maintenance and preservation of good order during the period of hire. For functions involving predominantly young people under the age of 25 years, the hirer MUST provide at least one licensed attendant capable of maintaining good order at the function. Such licensed attendant(s) engaged by the hirer shall be strictly confined to the duties connected with the engagement.

The hirer shall obey all reasonable directions of a responsible Hall Committee member during the period of hire. The responsible Committee member may close the hall and may refuse permission to enter to any person and may close the entrance doors. The responsible Committee member may instruct the hirer to limit noise and music or voice amplification to an acceptable level to the satisfaction of the responsible Committee member if in the opinion of the responsible Committee member such noise is excessive. In addition, functions consisting of predominantly young people under the age of 25 years will only be accepted from those who are local to the Wagstaffe to Killcare community.

Any chairs or tables brought into the Hall **MUST have rubber caps or other protective covering** so that the Hall floor is not marked.

4. NOISE ABATEMENT: The hall is located in a residential area. The amenity of local residents must be respected. Consequently, all loud noise and music must cease by 2300 hours. and the hall must be vacated by 2330 hours. **FAILURE TO COMPLY WITH THIS CONDITION WILL RESULT IN FORFEITURE OF THE BOND PAID.**

5. SECURING THE PREMISES: The hirer must ensure that the following actions are carried out on vacating the premises at the end of the hire period :-

- Doors fitted with bolts are bolted;
- All windows and doors are secured (including those to the veranda);
- The gate at the rear of the grassed area is locked;
- Keys are returned as instructed by the Booking Officer

6. LOSS OF PROPERTY: The Association shall not be responsible for any loss or damage to any property whatsoever belonging to the hirer or any person attending the hirer's function.

7. PUBLIC LIABILITY: The Association may require a hirer to produce evidence of public liability insurance. This is mandatory for any profit making function. The Association reserves the right to refuse any booking for non-supply of this evidence if it is required.

8. EXITS: All exits are to be clear and useable without hindrance.

9. ALCOHOL: Alcohol may be served but not sold on the hall premises.

10. SMOKING: Smoking is not permitted on the hall premises.

11. RESTRICTED ARTICLES: The following articles must not be used on the hall premises or the hall grounds under any circumstances:-

- Lighted candles (except for birthday cakes or where the candle are fully enclosed in containers)
- Chewing gum
- Fireworks
- Paint (for painting activities)
- Confetti
- Any electrical item whose main use is cooling or heating
- Any untagged electrical cable.

12. DECORATIONS: Decorations may only be attached to the hooks provided. Please do not stand on chairs or tables to attach decorations. There is a ladder provided for this purpose in the equipment room. Floors, walls or any part of the building must not be broken or pierced by nails, screws etc.

Decoration must not be attached to any appliance, fitting or fixture.

Adhesives, including 'Blue Tac' and such products, must not be used on any surface.

13. CLEANING FEE: The cleaning fee is non-refundable except at the discretion of the Association.

14. CLEANLINESS: The hall must be left in a predominantly clean condition by the hirer. Any cleaning charges, after the hire and as a result of the hire, over and above the amount of the Cleaning Fee quoted may be deducted from the bond. Before vacating the hall the hirer must ensure that :-

- Any spillages are cleaned up.
- All rubbish, including bottles and cans, rubbish in the kitchen bins and rubbish in the surrounding area is removed and placed in the bins situated between the hall and rear gate.
- Any decorations are completely dismantled and removed from the premises or placed in the bins situated between the hall and rear gate.
- Any excess garbage which will not fit into the bins is removed from the premises and the hall grounds.

15. KITCHEN USE: The kitchen is not a commercial kitchen and must not be used as such. A food preparation area **only** is provided. Additional cooking appliances, such as those used by outside caterers, must not be brought into or used on the hall premises. Such appliances may only be used on the grassed area. It is the hirer's responsibility to advise outside caterers of these Rules & Conditions and that the kitchen is to be left as found.

16. CHAIRS & TABLES: The chairs and tables in the body of the hall may be used free of charge but must be returned to their original positions before vacating the hall. Extra chairs and tables hired for a fee must be returned to the equipment room before vacating the hall. Reference must be made to the diagram on the equipment room door so as to return both tables & chairs to their correct positions.

17. BONDS: Bonds may be refundable in full at the discretion of the Association. Some of, but not necessarily all, the causes that will result in a reduced refund or non-refund of bonds are :-

- Any damage caused to the hall premises, its equipment or its grounds by the hirer or any persons present during the period of hire.
- Any costs for cleaning of the hall or its equipment or the hall grounds needed after and as a result of the hire which are above and beyond that covered by the cleaning fee paid.
- Any loss incurred by the Association as a result of the hirer not securing the premises as required at the end of the hire period
- Charges for the use of the hall beyond the stated period of hire.
- Charges if tables and chairs or other equipment are not returned to their original positions at the end of the hire period. Note that the 30 chairs in the body of the hall should be returned to their positions around the walls and not to the storage room.
- Charges for removal of excess garbage if not done by the hirer.

18. EXEMPTIONS: The Association may exempt any hirer from any of the above rules and conditions at its discretion. In such cases the Association shall notify the hirer in writing of such exemption(s).

PLEASE INITIAL EACH CONDITION, SIGN BELOW AND HAVE YOUR SIGNATURE WITNESSED.

I acknowledge that I have read and understood the Association's Rules and Conditions for the hire of the Wagstaffe Community Hall and I agree to be bound by them.

Full Name of Hirer.....

Name of Organisation.....

The following details are required to enable refund of bond, etc:

By cheque: send to [name, address]

By direct deposit: [account name, BSB, account no.]

.....

Hirer's Signature Date.....

Full name of responsible person (if different from hirer).....

Responsible person's signature (if different from hirer)..... Date.....

Witness Date.....

OFFICE USE:

Hire Number

Hire begins on at..... am/pm

Hire concludes on at..... am/pm