



OPEN SPACE AND COMMUNITY FACILITIES

APPLICATION FOR USE OF
COMMUNITY FACILITIES

OFFICE USE ONLY

Place stamp here (Office use)

Date _____
J/N _____
Amount \$ _____

PART 1 - APPLICANT

APPLICANT DETAILS

Name _____

Organisation (if applicable) _____

Street Address _____ PO Box _____ Telephone _____

Suburb _____ State _____ Postcode _____ Mobile _____

Email _____

PART 2 - COMMUNITY FACILITIES

FACILITY DETAILS *Please indicate by 'X'*

| X | Facility Name | Maximum Capacity |
|---|--|---|
| | Abermain Plaza Hall | 200 |
| | Bellbird Community Hall | 171 |
| | Branxton Community Hall | 294 |
| | Crawfordville Community Hall – Millfield | 75 |
| | Ellalong Community Hall | 49 |
| | Former Greta Courthouse | 96 |
| | Greta Arts & Sports Community Hall | 476 |
| | Kearsley Community Hall | 100 |
| | Kurri Kurri Senior Citizens Hall | 142 |
| | Laguna Community Hall | 185 |
| | North Cessnock Community Hall | 105 |
| | Pokolbin Community Hall | 200 |
| | Weston Civic Centre | 450 (Main Hall) 70 (Pensioners Hall) |
| | Wollombi Community Hall | 140 |

PART 3 - FUNCTION

FUNCTION TYPE *Please indicate with 'X'*

| | |
|-----------------|---|
| Meeting | 18 th Birthday celebration (subject to hall) |
| School use | 21 st Birthday celebration (subject to hall) |
| Playgroup | Commercial activities |
| Community event | Function (Other) |

| FUNCTION DESCRIPTION <i>Brief description of the function</i> | | | |
|---|------|--|----------|
| | | | |
| PART 4 – HIRE DETAILS | | | |
| DATE AND TIME REQUEST | | | |
| Period of use | / | / | to / / |
| Monday | | am/pm | to am/pm |
| Tuesday | | am/pm | to am/pm |
| Wednesday | | am/pm | to am/pm |
| Thursday | | am/pm | to am/pm |
| Friday | | am/pm | to am/pm |
| Saturday | | am/pm | to am/pm |
| Sunday | | am/pm | to am/pm |
| Additional set-up time required | hrs | Additional packing-up time required | hrs |
| Frequency of hire (one-off hire, every Monday) | | | |
| <i>*If the proposed function is to be held on a Friday, Saturday or Sunday evening, PART 7 of this form MUST be completed</i> | | | |
| PROVISIONS | | | |
| Will alcohol be sold at the function | | Yes | No |
| Will alcohol be served at the function | | Yes | No |
| Will alcohol be brought to the function by guests | | Yes | No |
| Has security been hired for the function | | Yes | No |
| If answered YES to any of the questions above please refer to Section 9 – ALCOHOL AND FOOD CONDITIONS contained within the CONDITIONS OF HIRE FOR COMMUNITY FACILITIES to ensure all relevant licences and certificates are obtained. If applicable copies must be provided to the relevant Hall Management Committee and/or Cessnock City Council. | | | |
| No booking is confirmed until approval is received as a letter from Cessnock City Council or verbally from the relevant Hall Management Committee. | | | |
| HIRE TYPE <i>Please indicate by 'X'</i> | | | |
| Hall per day | | Chairs | |
| Hall per half day | | Casual Hirer Administration Fee \$30 | |
| Hall per hour | | Other fees (foyer, cutlery, sound equipment) | |
| Tables | | Bond | |
| Note: Bond (or balance of) will be refunded within 14 days following the return of the keys and subsequent inspection of the facility to the applicant. | | | |
| Subject to the Management Committee please indicate your preferred bond refund payment method | | | |
| EFT | Cash | Cheque | |
| Account name | | | |
| BSB | | Account number | |
| PART 5 – INSURANCE | | | |
| ORGANISATION | | | |
| Is the organisation incorporated | | Yes | No |
| A copy of current public liability insurance attached | | Yes | No |
| If the organisation is incorporated it must provide Council with a copy of its current Public Liability Insurance. If the organisation is not incorporated, it is subject to a casual hirers administration fee payable to Council (see below). | | | |

CASUAL HIRER ADMINISTRATION FEE

Private Individuals that are not involved in an organisation, wishing to utilise Councils sporting facility and recreation areas no more than once a month and no more than twelve (12) times per calendar year are required to complete and return Council's Application for Use Form and are subject to a casual hirers administration fee payable to Council.

I/We understand that any incident or accident which may lead to a casual hirer claim should be referred directly and immediately to Cessnock City Council at the earliest possible opportunity. Each and every claim incurs an excess of \$1,000 that is payable by the hirer.

I/We have read the Conditions of Use for Cessnock City Council Sport and Recreation Areas. I/We agree with the condition that each and every claim incurs an excess of \$1,000 that is payable by the hirer. I/We agree to abide by and be bound by those conditions and have paid the casual hirer administration fee of \$35.00 (inclusive of GST).

| | |
|-------------------|------|
| Applicant(s) Name | Date |
|-------------------|------|

Applicant(s) Signature

Please note that Cessnock City accepts no responsibility for any personal injury, loss or damage to any property whatsoever belonging to either the hirer or any other persons attending the function. If you have any enquiries please call Council's Recreation Services Department on 02 4993 4234.

PART 6 – AMUSEMENT DEVICES, RIDES OR COMMERCIAL OPERATORS

If a third party commercial operator will occupy the facility as part of the function, please provide the following information as well as a copy of the operator/supplier certificate of currency to this application form.

Description of the device/ride/service

Dimensions of the device/ride (if applicable)

Supplying company

Contact person

Supplying company's address

Supplying company's phone number

Public liability insurance company

| | | |
|---------------|--------------|-------------|
| Policy number | Policy value | Expiry date |
|---------------|--------------|-------------|

PART 7 – REGISTRATION OF FUNCTION

If the proposed function is to be held on a Friday, Saturday or Sunday evening, it must be registered on the Police NSW website.

| | | |
|---|-----|----|
| Has the function been registered at the NSW Police Safe Party Registration website? | Yes | No |
|---|-----|----|

Party registration number (from Police NSW Safe Party Registration website)

PART 8 – DECLARATION

APPLICANT DECLARATION

I/We apply for approval to utilise a Cessnock City Council owned Community Facility described in this application. I/We declare that all the information in the application is to the best of my/our knowledge, true and correct.

I/We give consent to Cessnock City Council to use the application and documents, provided in support of this application for advertising and notification purposes.

I/We have read the Conditions of Hire for Cessnock City Council Community Facilities. I/We agree to abide by and be bound by those conditions.

| | |
|-------------------|------|
| Applicant(s) Name | Date |
|-------------------|------|

Applicant(s) Signature

PRIVACY DISCLOSURE

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. [Council's Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations.

| | |
|------------------------------|--|
| Purpose | The information on this application for the use of community facilities form is being collected for the purpose of processing the application form. |
| Intended Recipients | Cessnock City Council |
| Supply | Voluntary |
| Consequence of Non-provision | If you do not supply the information, we will not be able to process your application. |
| Storage and Security | Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325 |
| Access | You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au . |

PART 9 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

Lodge in person (between 9am – 4.30pm) at Council's Administration Building

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

Lodge by email council@cessnock.nsw.gov.au

Payment Method
In person - Cash, Cheque,
Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted until 4.30pm*

Fees

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service on (02) 4993 4100.



CONDITIONS OF HIRE FOR COMMUNITY FACILITIES

DEFINITIONS

“**The Council**” shall mean the Council of the City of Cessnock

“**The Hirer**” must be any persons over the age of 18 years

“**The facility**” refers to any of Council’s Community Halls

1. EMERGENCY EVACUATIONS AND UNSAFE SITUATIONS

Hirers must familiarise themselves with the items listed below and advise those attending of the following:

- 1.1 Safe access, egress points and First Aid Kit location
- 1.2 Emergency exits, evacuation plan and external assembly point
- 1.3 Location of fire extinguishers and fire protection equipment (eg. Fire hose reels & fire blankets)
- 1.4 Remove yourself and guests in any unsafe situations
- 1.5 **In case of emergency call 000**

SAFETY of the hirer & the hirer’s guests is the hirer’s responsibility whilst under the Hirers care and control

AFTER HOURS – Please contact Council on 4993 4100 or the Hall Management Committee.

2. POLICE REGISTRATION, FUNCTIONS ONLY

Where it is proposed to sell, provide or have alcohol at a function or the function is to be held on a Friday, Saturday or Sunday evening the hirer is required to register the function on the Police web site: https://www.police.nsw.gov.au/online_services/party_safety/party_registration (see Part 7. Registration of Function - Application for Use of Community Facilities form)

3. BOOKING INFORMATION

- 3.1 Applications are to be submitted to the relevant Hall Management Committee or Cessnock City Council (Bellbird Hall only)
- 3.2 Supply full particulars of the nature and the purposes for which the facility is being hired
- 3.3 Hire charges shall be in accordance with Council’s adopted Fees and Charges
- 3.4 All charges for hire shall be paid strictly in advance
- 3.5 All booking approvals will be notified in writing to the applicant. Please allow ten (10) working days for applications to be processed
- 3.6 Council/Hall Management Committee shall be at liberty to refuse to hire the facility to any applicant
- 3.7 Council facilities are not available for overnight hire
- 3.8 Regular bookings may be made for a maximum period of twelve months at a time

4. CANCELLATIONS

- 4.1 Cancellations are accepted fourteen (14) days prior to a booking. Refund of any bond paid shall be at the discretion of the Council / Hall Management Committee
- 4.2 Regular Hirers are required to pay for each and every day they book unless fourteen (14) days notice is received

5. BOND

- 5.1 The bond may be used in order to repair, make good any damages or losses, extra cleaning and any charges relating to security patrol call outs to the facility. The decision of Council is not restricted to the amount of the bond
- 5.2 The bond or the balance of the bond will be refundable within fourteen (14) days following the return of the keys and subsequent inspection of the facility

6. KEYS

- 6.1 Can be collected from the Visitors Information Centre before 5pm Monday – Friday 24 hours prior to the booking (Bellbird Hall only) or at an agreed time with the Hall Management Committee for all other facilities.
- 6.2 Return of the keys to Council / Hall Management Committee no later than two business days following the booking
- 6.3 A key deposit may be requested in accordance with Council’s adopted Fees and Charges
- 6.4 Lost or damaged keys – the hirer will be charged the full cost of replacement

The key register MUST be SIGNED before the hirer is issued any keys and countersigned upon return

7. CONDITIONS

- 7.1 The hirer is responsible for setting up, cleaning and putting away of all tables and chairs
- 7.2 Any Council equipment that is stolen or damaged (eg tables, chairs or fire protection equipment) during the hire of the facility will be at the hirer's expense to replace/repair the equipment
- 7.3 The hirer is responsible for the supervision and safety of any children and invitees at the function/event at all times
- 7.4 All passageways, aisles and exits must be kept clear and useable to ensure public and guest safety
- 7.5 Any equipment stored on site, short term or long term, is at the hirers own risk. Council accepts no responsibility for lost, stolen or damaged equipment stored within the facility
- 7.6 Only one electrical appliance is to be used in each power point. Appliances are not to be piggy backed into each other. Any modification to hirer's electrical equipment on site is to be carried out by a qualified electrician
- 7.7 Spillages – must be immediately cleaned up to protect the floors and for WHS reasons
- 7.8 Nails, screws or any other fastenings including adhesive tape must not be driven into or attached in any way to the walls, floors, timberwork, furniture, fittings, appliances or apparatus
- 7.9 The use of candles at the facility is to be discussed with the Hall Management Committee or Council officers to obtain consent
- 7.10 Prohibited items: confetti, paints, chewing gum, pyrotechnics (fireworks), illegal substances, hazardous substances, firearms, barbeques or spit roasts lit anywhere inside the facility
- 7.11 No flammable liquid is to be left on site
- 7.12 Smoking is prohibited inside the building & within 10 metres of playgrounds and 4 metres of any pedestrian access point to a facility as per the *Smoke-free Environment Act 2000*. Any persons smoking outside the building must be clear of pedestrian access points, preventing smoke entering the facility
- 7.13 If the hirer engages any contractor, it is the hirer's responsibility to sight the contractor's current public liability insurance to cover works, catering, entertainment, amusement rides or security to be provided at the facility
- 7.14 No animals shall be allowed in the facility except animals trained to assist people with disabilities or if Council grants special approval
- 7.15 Subletting of the facility is prohibited

8. NOISE

- 8.1 Noise shall be kept within acceptable limits during the hiring and when departing the facility
- 8.2 If the Police attend due to complaints received regarding the noise level than the hirer should immediately comply with any instructions from the Police
- 8.3 The use of any sound amplification equipment outside the building is strictly prohibited
- 8.4 The NSW Department of Planning, Industry and Environment Time Restrictions Noise Table states that musical instruments and electrically amplified sound equipment be turned off from midnight to 8am on Friday, Saturday or any day preceding a public holiday or 10pm to 8am on any other day

9. ALCOHOL AND FOOD CONDITIONS

- 9.1 Selling Alcohol at a Function – A Liquor – Limited Licence (Single Function) & Responsible Service of Alcohol (RSA) certificate is required – which must be produced and sighted by Council to confirm the booking details. A Limited Licence (Single Function) must be lodged online or with the Local Court House at least four weeks prior to the function. Visit <https://www.liquorandgaming.nsw.gov.au> for further information
- 9.2 Alcohol may not be sold in the facility without a liquor licence (see Part 4. Hire Details - Application for Use of Community Facilities form)
- 9.3 Sale or Supply of Liquor to a Minor is prohibited. Penalties apply as per the Liquor Act 2007 – SECT 117
- 9.4 Hirers will comply with any requirements of the Food Act 2003 and the Food Regulation 2015. Information relating to this legislation is available at www.foodstandards.gov.au

10. INSURANCE

- 10.1 Individuals or organisations wishing to utilise Councils Community Facilities as a casual hirer are subject to a casual hirers administration fee payable to Council. Casual hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year. E.g. parties, baby shower, celebrations etc
- 10.2 Regular hirers of the facility must provide a copy of their Public Liability Insurance with a minimum of \$20 million. Regular hirer refers to more than one booking per month and/or more than 12 bookings per calendar year by an individual and/or organisation

11. SECURITY

- 11.1 Where a function is deemed by Council as high risk such as 18th and 21st birthdays, the hirer may be requested, at their own expense, to hire a minimum of two registered Security Personnel to assist in maintaining a safe environment in and adjacent to the facility
- 11.2 Council will accept no responsibility for actions of persons engaged by the hirer, particularly, but not limited to, those engaged for the purposes of crowd control, commonly referred to as 'bouncers'

12. CONSENT

- 12.1 The following activities require consent from Council if:
- 12.1.1 Working at heights: ladders, elevated platforms, scaffolding or rigging
 - 12.1.2 Working in designated confined spaces, below the stage area and roof cavity
 - 12.1.3 Using strobe or UV lights
 - 12.1.4 Working with overhead lights of stage area (if applicable)
- 12.2 Please apply in writing to Council fourteen (14) days prior to the booking with safe work method statements. Risk assessments must be completed on site before commencing any works and be retained in the event of an incident or future claim

13. NSW CHILD PROTECTION LEGISLATION

User groups who provide services for children and wish to use or hire Council facilities must have appropriate Working with Childrens Check and have Child Protection policies or procedures in place. Council may request copies of policies or procedures for any bookings

14. TIME OF HIRE

Unless otherwise specified the hire period must cease by 12 midnight. The hirer, guests and contractors must vacate the premises by 1am. Hirers wishing to extend their hire period must make special application in writing to the General Manager

15. BEFORE LEAVING - CHECKLIST

15.1 The Hirer agrees to leave all areas of the premises hired in a clean and tidy condition immediately after the function. Access is unavailable after 9am the next day (unless otherwise approved by the Hall Management Committee or Council). The following checklist will be the responsibility of the Hirer:

- All tables and chairs are cleaned stacked/folded and put away
- Frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets and toilet doors, taps, remotes, kitchen surfaces and cupboard handles are cleaned and disinfected
- Floors & Stage swept
- Kitchen benches, sinks appliances and handles are wiped over and disinfected
- Toilets cleaned and disinfected
- Decorations removed
- Broken glass & cigarette butts picked up
- All garbage bins emptied
- All rubbish removed from the buildings
- Oven & refrigerator cleaned (if applicable)
- All lights, air conditioners and fans are turned off
- All windows are securely locked
- All external doors are securely locked
- All goods, materials and property brought into the facility for the function/event/booking removed
- All external grounds/gardens are free of rubbish

15.2 Any damage which occurs due to the non-compliance of this clause, will result in the Hirer having to meet all costs associated with the repairs and/or replacements as necessary

16. DISPUTES

In the event of any dispute arising as to the meaning of any of these Conditions of Hire, or between the hirer and any representative of the Hall Management Committee, the decision of Council shall be final