

ASHFIELD COMMUNITY FACILITY BOOKING APPLICATION FORM

Please refer to the Former Ashfield Council Community Facility Conditions of Hire before completing this application. You may wish to complete this Booking Application Form online via our website by visiting <https://www.innerwest.nsw.gov.au/places-spaces/community-centres-and-town-halls>

Section 1. BOOKING DETAILS

Event / Activity Name:		
Requested Venue: (Please (✓))	Note: Ashfield Civic Centre (A.C.C) is located at 260 Liverpool Rd, Ashfield.	
	Venue	Location
	<input type="checkbox"/> Ashfield Town Hall Capacity: 400 standing; 300 seated. *CC244	A.C.C, Ground Floor
	<input type="checkbox"/> Therese Heffernan Room (Activity Room 1) Capacity: 23 people. *CC244	A.C.C, Upper Ground Floor
	<input type="checkbox"/> Patricia Blackman Room (Activity Room 2) Capacity: 35 people. *CC244	A.C.C, Upper Ground Floor
	<input type="checkbox"/> Peter Cross Room (Activity Room 3) Capacity: 35 people. *CC244	A.C.C, Upper Ground Floor
	<input type="checkbox"/> Irene Williams Room (Activity Room 4) Capacity: 35 people. *CC244	A.C.C, Upper Ground Floor
	<input type="checkbox"/> Mervyn Fletcher Hall Capacity: 50 people. *CC18	81 Dalhousie St Haberfield Ground Floor, 78-80 Dalhousie St Haberfield
<input type="checkbox"/> Michael Maher Room Capacity: 100 people. *CC209	Ground Floor, 78-80 Dalhousie St Haberfield	

OFFICE USE ONLY			
Initial of Officer:		Cashier Code:	98 Y 55
DWS No/Trim No:			
Payment Received by CSO			
Concessional Rate approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application assessed by CSO	
Venue Hire Fee			
Venue Hire Fee	\$	Receipt No:	
Date Paid			
Security Bond			
Security Bond	\$	Receipt No:	
Date Security Paid			

Section 2. REGULAR HIRE (weekly, monthly, or regular bookings)

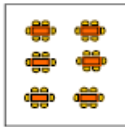
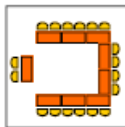
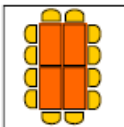
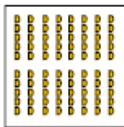
Date Range:	Please attach a list of specific dates and times if required.			
Start Date	From:(January)		To (December)	
Days of the week booking required:				
Times:	Start Time:	Am/pm	Finish Time:	Am/pm
	(Including what time you require venue access			
Booking Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> One-Off Function <input type="checkbox"/> Other - Please specify			
Do you want to use the venue during the school holiday period?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:			

Section 3.For Casual Hire

Date/s requested:				
Times:	From:	Am/pm	To:	Am/pm
	(Including set up and pack up)			
Extra Note:				

Section 4. Set Up

For Ashfield Town Hall and Activity Rooms, please describe the proposed venue setup.
 Note: For Council venues outside of the Ashfield Civic Centre, venue hirers are responsible for their own venue set up

No of Tables				No of Chairs:	
Set up	<input type="checkbox"/> Group Work 	<input type="checkbox"/> Horse Shoe 	<input type="checkbox"/> Meeting 	<input type="checkbox"/> Concert 	
Other Setup Requests Comments					

Section 5. Applicant Details

Organisation or hirers name:			
Contact name:			
Street Address:			
Suburb:		Postcode:	
Postal Address (if different to street address):			
Suburb:		Postcode:	
Phone No:		Mobile:	
Email:			

Alternate contact for Booking

Contact Name:			
Phone No:		Mobile:	
Email:			

Invoicing Details (IF DIFFERENT TO YOUR DETAILS)

Organisation Name (if applicable):			
Contact Name:			
Street Address:			
Suburb:		Postcode:	
Postal Address (if different to street address):			
Suburb:		Postcode:	
Phone No:		Mobile:	
Email:			

Section 6. Activity Details

Are you a sporting body, club, association or incorporated body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be utilising the facility for commercial or profit making purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be hiring or have you hired an Inner West Council facility more frequently than once per calendar month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you hired an Inner West Council facility more than 11 times this year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered YES to any of the above questions, you are required to provide a copy of a valid Certificate of Currency as evidence of public liability insurance to the value of twenty million dollars. Please attach to this application		
Located in the Inner West Council area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you authorised to act on behalf of your group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An incorporated association under the Associations Incorporations Act 009?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Registered under the Charitable Fundraising Act 1991?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receiving government funding as an ongoing source of income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A non-profit group – income is not distributed to individual members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please attach copies of the following as applicable: 1. Your group or organisation's Certificate of Incorporation 2. If your group or organisation does not have an ongoing source of income: - A written statement outlining your group or organisations' aims and objectives Or Evidence that your group or organisation is in an establishment phase.		
Is the activity open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be utilising the facility for purposes of hosting a same sex marriage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be utilising the facility for the purpose of commercial art auctions, markets, or retail sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will amplified or live music be used during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details:		
Will you be providing services to children requiring compliance with the Child Protection (Working With Children) Act 2012?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, you are required to be able to provide on request, all necessary clearances, permissions, certificates and permits as directed by the legislation. Failure to do so may result in Council cancelling the booking.		
Will you be serving food or engaging the services of a contractor to provide food services during your booking? (this includes temporary food stalls or mobile food vehicles)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, you are required to ensure compliance with current Food Safety Standards, and if applicable, hold an appropriate Temporary Food Stall license issued by Leichhardt Council.		
Will you be engaging the services of a contractor to conduct activities on the premises during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, you are required to obtain and provide to Council a copy of the contractors' Certificate of currency for public liability insurance to the value of twenty million dollars.		
Will alcohol be sold at the facility during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, you are required to obtain and provide to Council details of an appropriate license. Please attach to this application.		
Will alcohol be served in the facility during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be more than 12 persons present during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, you may be required to nominate a delegated attendee with an RSA accreditation.		

Section 7. Participants Details

No. of Attendees: (Please (✓))	<input type="checkbox"/> 0-9 <input type="checkbox"/> 50-99 <input type="checkbox"/> 20-29 <input type="checkbox"/> 100-149 <input type="checkbox"/> 20-29 <input type="checkbox"/> 150-200 <input type="checkbox"/> 30-49 <input type="checkbox"/> Over 200
Proportion of participants that live in the Inner West Council area *? ? (Please (✓))	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%
<small>*This includes the suburbs of Annandale, Ashfield, Balmain (including Balmain East), Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. Inner West Council also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.</small>	
Who is the activity primarily targeted at? (Please (✓) one or more boxes)	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander peoples <input type="checkbox"/> Children 0 – 11 years <input type="checkbox"/> Lesbian, gay, bisexual, transgender, intersex, queer communities <input type="checkbox"/> Older people (55 years and over) <input type="checkbox"/> People from culturally and linguistically diverse backgrounds <input type="checkbox"/> People with a disability <input type="checkbox"/> Residents of boarding houses <input type="checkbox"/> People who are homeless <input type="checkbox"/> Women <input type="checkbox"/> Youth (12-24) <input type="checkbox"/> Activity not targeted: aimed at general population <input type="checkbox"/> Other – Please specify
Is the activity free to participants? (Please (✓)) If no, what is the cost per person per session?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under \$5 <input type="checkbox"/> \$5- \$10 <input type="checkbox"/> \$11- \$15 <input type="checkbox"/> \$16- \$20 <input type="checkbox"/> Over \$20 (Please Specify).....
Approximately what proportion of your participants hold low-income or pensioner Health Care Cards? Do you offer concessional/lower fees for people with a Health Care Card? (Please (✓))	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100% <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 8 Venue Fees and Charges – 2017-18 Financial Year

Note: all venue hire fees must be paid at least 4 weeks before function date.

- All fees and charges include GST, except for security bonds.
- Full venue hire rates apply to Federal, State and Local Government organisations hiring Council venues unless the Inner West Council is itself the vent sponsor

ASHFIELD TOWN HALL

Fee & Charges breakdown	100% venue hire rate
Monday to Friday (till 5.00pm) – per hour	\$227.50
Monday to Friday (5.00pm – midnight) – per hour – Min 4hr (see below) <i>Note: bookings after 5pm must be a minimum of a 4 hour block from the start of the booking, including daytime (at daytime rate or daytime lock Fee if applicable)</i>	\$252.50
Weekends & Public Holidays – per hour – Min 4 hrs	\$312.50
Monday to Friday – per day 9.00am – 5.00pm Daytime Block Booking	\$1,010.00
Weekends & Public Holidays – per day 9.00am – 12midnight Block Booking	\$2,550.00
Town Hall – Damage Security Deposit	\$721.00
Town Hall – Damage Security Deposit – Hirers using the Control Room	\$1,000.00
Ashfield Town Hall – client & caterers access to arrange hall prior to function (if not preceding function in hall) – per hour	\$147.50

Cancellation Fees & Other Charges for Venues

Bookings cancelled less than 1 week prior to the function	No refund of Damage Security Deposit
Bookings cancelled between 1 and 3 weeks prior to the function	50% of Damage Security Deposit refunded
Bookings cancelled more than 3 weeks prior to the function	Full refund of Damage Security Deposit
Cleaning Fees: If access to the hired venue is not made available by 10.30pm on a week-night, additional cleaning charges will be on-charged	

ACTIVIY ROOMS 1-4 – CIVIC CENTRE

Fee & Charges breakdown	100% venue hire rate
Monday to Friday per hour	\$57.50
Weekends and Public Holidays per hour	\$81.00
Additional rooms 50% of charge per room	\$40.50
Monday to Friday 9am – 5pm per day	\$247.50
Saturday	\$325.00
Sunday	\$325.00
Activity Rooms – Damage Security Deposit	\$426.00

MICHAEL MAHER ROOM

Fee & Charges breakdown	100% venue hire rate
Monday to Friday (till 5.00pm)	\$71.00
Monday to Friday (after 5.00pm) – per hour	\$82.00
Weekends & Public Holidays – per hour	\$105.00
Damage Security Deposit	\$443.00
Booking cancelled less than 1 week prior to function	50% of Deposit

MERVYN FLETCHER ROOM

Fee & Charges breakdown	100% venue hire rate
Monday to Friday (till 5.00pm)	\$81.00
Damage Security Deposit	\$443.00
Booking cancelled less than 1 week prior to function	50% of Deposit

Concessional Fees

Concessional Fee Concessional Fee:

Category	Description
Category 1 – Organisations & Community Groups.	50% of the full fee will be charged to non-profit groups and organisations located outside the Local Government Area
Category 2 - Commercial profit making groups	35% of the full fee will be charged to non-profit groups and organisations located within the Local Government Area
Category 3 – Casual Hirers	Free use of Council rooms facilities will be available to groups that are non-profit located within the Local Government Area who do not receive formal funding, where the activities of the group have a clear community benefit

Section 9 Public Liability

Note: All hirers of Council venues must be covered for Public Liability Insurance (PLI) through their own resources and provide a copy of such current policy to Council indicating a minimum cover of \$20 million dollars unless you fall into Category 3 ("Casual Hirers").

Such insurance covers legal liability for negligent act/s occasioned by the venue hirer, which causes personal injury and/or property damage to third parties. For Casual Hirers, each claim is subject to the current excess fee of \$2000 to be paid by Casual Hirer.

Classification of Hirers

Because of the variable state of the users of Council venues and related activities conducted therein, it is considered best that venue users be categorised so as to clarify all situations of use, either existing or in the future.

Category	Description
Category 1 – Organisations & Community Groups.	Venues under this category may include Incorporated Bodies, Sporting Clubs and/or Associations. These organisations are required to effect their own PLI cover for a minimum of \$20 million. Such users to also nominate policy group coverage, where applicable, in respect of all venue sub-users. Some groups and organisations also falling into this category may have a formal lease or licence agreement with Council, such as those using Community Centres, Kindergartens and Scout Halls. Others may hire a venue to conduct a program, course or regular activity.
Category 2 - Commercial profit making groups	Venue users falling into this category, due to their more intensive use of Council facilities, which in some cases constitutes a higher risk, are also required to effect their own PLI cover for a minimum of \$20 million. Examples include commercial profit making groups, some of which may charge a fee to run classes and others of which may fall within a high risk group e.g. facilitators of martial arts, dance, aerobics and circus training. This category may also include real estate agents, clothing wholesalers and suppliers using the premises to conduct sales and seminars etc.
Category 3 – Casual Hirers	Venue users falling into this category are deemed Casual Hirers under the auspices of Council's Casual Hirers Insurance Policy. Venue hire fees incorporate relevant premiums. Casual hirers (other than Incorporated Bodies, Sporting clubs or Associations of any kind) include parties hiring Council venues for one-off events such as wedding receptions, 21st birthday parties or regular bookings not exceeding 10 uses over any 12 month period. Note: The Casual Hirers policy cover does not extend to Incorporated Bodies, Sporting Clubs or Associations of any kind, or where an entrance fee, enrolment charge or administration levy of any kind is applied by the user group. Note: Hirers in this category are responsible for enquiring about any current insurance excesses to be paid by the casual hirer should a claim be submitted.

Please select your group or organisation category:
(Please ✓)

Note: Suitable PLI cover must be attached to this application, as relevant:

- Category 1: Organisations & Community groups (attach \$20m PLI)**
- Category 2: Commercial Profit Making groups (attach \$20m PLI)**
- Category 3 : Casual Hirers (no PLI required as covered under Council Policy)**

Section 10 Damage Deposit Refund

Please complete your bank details below for the damage deposit refund. Deposit refunds will only be paid via direct deposit into your bank account. Refunds will be made directly into the Bank account as listed below. This account must be in the same name as the original payer, and if paid by cheque it must match the cheque details.

Bank or Financial Institution	
Name in which account is held (Payee)	
BSB number (must be 6 digits)	
Account Number (9 digits max)	
Email: (will post to the address below if not available)	

I declare that the above information is correct, and that I will advise the Inner West Council if my details change, and Inner West Council shall not be held responsible for my failure to do so.

Name of Applicant			
Street Address:			
Suburb:		Postcode:	
Work Phone No:		Mobile:	
Home Phone No:			
Signature (Please (✓) and Sign)	Signature: Date: Print Name:		

Section 11. Selection Criteria

Selection Criteria	<p>1. Applications will be assessed on their capacity to satisfy the Conditions of Hire and other requirements outlined in this document, and suitability in relation to the following :</p> <ul style="list-style-type: none"> • Proposed activity type • Venue capacity • Noise levels generated by activity • Activity impact on connecting spaces, workers and neighbours • Access requirements <p>2. Applicant suitability will also be assessed against the following themes from the Inner West Council Community Strategic Plan (Ashfield)</p> <ul style="list-style-type: none"> • Creative and Inclusive Community • Unique and Distinctive Neighbourhoods • Safe, Connected and Accessible Places • Living Sustainably • Thriving Local Economy • Attractive and Lively Town Centre • Engaging and Innovative Local Democracy
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Section 12. Signatures

	<p>I have read the venue Conditions of Hire outlined in this document and agree to comply. I will also ensure that all individuals, groups and contractors using the premises in association with this application shall also comply with all conditions and requirements outlined in this document.</p> <p>I have attached a copy of my/our Certificate of Currency as evidence of public liability insurance if applicable. I have read and understand the Inner West Council Community Facilities Conditions of Hire.</p> <p>I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public</p> <p><input type="checkbox"/> I have attached a copy of Public Liability insurance for \$20 million coverage minimum for the Inner West Council venue usage.</p> <p><input type="checkbox"/> (Optional) I consent to Council providing my name and phone number to people who may wish to join activities run by my group or organisation/group.</p>
<p>(Please ✓ and Sign)</p>	<p>Signature: Date:</p> <p>Print Name:</p>

Section 13. Conditions of Hire - Please keep this section for your information

Thank you for applying to hire Inner West Council venues. You are required to read and comply with the following conditions of hire.	
Priority of Access	Council retains the right to cancel or relocate bookings at any time if facilities are required for the purpose of Council. In these instances, venue staff will endeavour to provide the affected parties with due notice and offer an alternative venue where possible. In the event that Council is unable to offer a suitable alternative, all monies paid in respect of the cancelled function will be returned to the Hirer. Council is not liable to the Hirer for any loss or damage suffered by the Hirer as a result of such cancellation
Fees and charges	<ol style="list-style-type: none"> 1. Council reviews all fees and charges at the beginning of each financial year. If such review occurs during the term of this agreement, Council may increase the fees and charges payable by the Hirer to reflect the rate applicable at the time of the function. 2. Council's schedule of venue fees and charges include concessional rates available to certain groups as outlined in Section 6 of this document. 3. Payment for all hire fees and applicable security bonds must be received at least 4 weeks prior to the event date. Hirers will be required to produce proof of payment at the time of key collection. If fees are not paid, Council may cancel the booking. 4. Security/cleaning bond – Council reserves the right to ask for and retain a security bond to cover any expenses arising from the Hirer's use of the venue, including: <ul style="list-style-type: none"> • Damage to venue • Venue is found in an untidy state • If the venue is found to be in a suitable condition following venue usage – the bond will be refunded after the event(s). 5. Key deposit – will be required on exchange of venue keys. The deposit will only be returned to the Hirer on the safe return of the key. 6. Penalties – The Hirer will be charged extra time in whole hourly lots plus additional penalty charges in the following instances: <ul style="list-style-type: none"> • The Hirer is late in vacating the premises • The premises are accessed outside of the hired hours • Unauthorised use of additional spaces within the venue 7. These extra charges may be deducted from the bond. 8. Changes to requirements – Any changes to a booking made by the Hirer within 7 days of the booking may incur an additional fee. 9. Taxes and duties – The hirer must pay all taxes, duties and government charges imposed or levied in connection with this agreement. 10. GST is included in the hourly hire rates and is to be paid by the Hirer. No GST is payable on security and key deposits although reparations against the security deposit will be liable to GST. Costs plus GST will be taken into account in calculating any refund due to the Hirer.
Cancellation	<ol style="list-style-type: none"> 1. In the event of a cancellation by the Hirer, a fee may be forfeited by the Hirer as outlined in Section 6 of this document. 2. All cancellations are to be confirmed in writing by the Hirer.
Insurance	<p>Public liability insurance (PLI) –</p> <ol style="list-style-type: none"> 1. Council shall be indemnified against any claims for injury to persons or damage to property arising out of this hiring and such indemnity shall be expressed in the form of a public risk insurance policy in the minimum amount of \$20,000,000 for any individual claim which may be made. Such a policy must have a principal and cross liability clause and name the Inner West Council as principal and be issued by an insurer acceptable to Council. 2. A certificate of currency must be submitted to Council at the time the booking deposit is made. Council reserves the right to cancel a booking if the Hirer fails to comply with the public liability insurance clause above.
Access to the venue	<ol style="list-style-type: none"> 1. It is the Hirer's responsibility to make arrangements for the safe collection and return of venue keys. Keys will be made available prior to the agreed booking period and must be returned at the end of the booking period, as agreed and arranged with Council's Customer Service team 2. Access to each venue is strictly limited to the booked hours. The hirer will be required to pay overtime charges if the booked venue is not vacated by all patrons within the agreed booking period. 3. To occupy or enter the building outside of the agreed booking period may trip venue alarms. Council reserves the right to charge the Hirer for costs incurred by any security call-out plus a penalty fee.

	<p>4. Pre-event site visits may be arranged with venue staff during business hours by appointment.</p> <p>5. Council reserves the right to control the venue including all means of entry and exit, and by the timing of opening and closing the doors and admission of the public (including the right to refuse admission to any person or persons).</p> <p>6. Council's General Manager or GM representative shall have access to the premises at all times.</p> <p>7. The Hirer, or the Hirer's representative, must be in attendance before the advertised event starting time.</p> <p>8. Lost property – Hirers are not to enter the venue to collect (lost) property after the hire period. Any property found in Council's community venues will be registered and retained by the Customer Service team until claimed by the owner upon satisfactory proof of ownership.</p> <p>9. Council shall not be held responsible for any loss of or damage to any property whatsoever belonging either to the hirer or any person attending the function or activity.</p> <p>10. Note: Inner West Council venues are shared with the public.</p>
Use of the venue	<p>1. The Hirer is only permitted use of the exact area booked and identified on the contract.</p> <p>2. Venue capacities (specified on the front page of this document) must be adhered to.</p> <p>3. Additional facilities, equipment and services – Council may allow the Hirer use of additional facilities, equipment and services for a fee as agreed by Council in writing. Venue managers will demonstrate the safe use of all equipment and facilities prior to use. It is the Hirer's responsibility to ensure these instructions are adhered to.</p> <p>4. Additions or alterations – The Hirer will not make any addition or alterations to the structure, facilities, goods, equipment or decoration of Council venues, unless approved by the venue manager in writing. Nails, screws, dux tape or any fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings. Hirers must also seek Council's guidance and permission to decorate venues with items such as flags, banners, streamers or balloons. Use of confetti or fireworks is not permitted. The display of posters and signage will be permitted only on boards provided for this purpose. Council approval is required prior to display.</p> <p>5. If the Hirer moves venue furniture and fittings they must be returned to their original storage place. For safety reasons the Hirer is required to stack all furniture as per instructions displayed in storage areas.</p> <p>6. The Hirer is responsible for the whole area as booked and specified in the hiring agreement. The Hirer is liable for any damage to the venue, its facilities and furnishings etc during booked hours. This includes the behaviour of all people (invited or not) accessing the venue during the hire period.</p> <p>7. Children must be supervised at all times.</p> <p>8. No animals, except Guide Dogs, are permitted on the premises or surrounding grounds.</p> <p>9. The premises are only to be used for the purposes described in the Hiring agreement issued by Council in respect of the booking made.</p> <p>10. Presentation standards – Council retains the right to request the Hirer to remove any material that is considered by Council to be detrimental to its venue presentation standards.</p> <p>11. Where it is considered that a venue has been left in an unsuitable condition please report this immediately on (02) 9392 5000 or email council@innerwest.nsw.gov.au</p>
Cleaning	<p>1. It is the Hirer's responsibility to leave all hired areas included in this agreement in a clean and tidy condition, removing all personal property, all decorations and refuse of any kind, disposing of refuse in the rubbish bins provided, wiping down all benches and sinks, and sweeping floors if required to return the premises to a clean condition.</p> <p>2. Otherwise the Hirer will accept responsibility for, and pay the cost of, any additional cleaning of the premises as a result of the premises being left in an untidy condition.</p>
Noise Controls	<p>1. Music sound levels must not cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Protection of the Environment Operations Act 1997.</p> <p>2. Any request from the venue manager or nominated Council officer to reduce sound levels shall be complied with immediately.</p> <p>3. All music is to cease at least 30 minutes prior to the expiration of the hiring period.</p> <p>4. Hirers are reminded that some Council venues are located within close proximity to a number of local businesses and residential properties and that consideration should be taken to keep noise to a minimum.</p>
Smoking	Smoking is not permitted in any Council venue or within a 4 metre radius of the Ashfield Civic Centre premises

Alcohol	<ol style="list-style-type: none"> 1. If alcohol is to be consumed in Ashfield Council venues, the Hirer must seek Council's consent when applying for the booking. 2. Alcohol can only be sold if the Hirer obtains the relevant approvals and permits from the Office of Liquor, Gaming and Racing and the local police. Copies of relevant approvals must be provided to Council at least 14 days prior to the event. No kegs or similar bulk containers are permitted and liquor sales must cease 30 minutes prior to the nominated closing time. 3. A copy of this permit must be on site for the duration of the function. 4. No alcohol is to be consumed outside the facility. 5. The licensee may only advertise in accordance with the licensor guidelines and must not promote any alcohol or tobacco products on the premises. 6. The sale, supply and or consumption of alcohol in Council facilities to minors is prohibited and will result in police action.
Security	<ol style="list-style-type: none"> 1. A risk assessment may be carried out by Council to determine whether security is required for the event and will be advised in writing if deemed necessary (usually 2 guards per 100 guests). 2. The employment of security personnel is at the Hirer's expense and will be arranged by Council. 3. In addition the Hirer may be required to contact the local police for a "No Regrets Safe Party Pak", which includes a police registration form. 4. The Hirer shall ensure that a responsible person, remains after the completion of the function whilst patrons vacate the premises. 5. Hirers must ensure that the hired venue is secure on exit. Hirers who have been issued keys will be responsible for the opening, closure and security of the facility.
Copyright	Hirers are to observe the provisions of the Copyright Act and to indemnify Council and free it of any obligation with respect to this act.
Indemnity	The Hirer will indemnify and keep Council indemnified for and against all damages, action, suits, claims, costs and demands, which may be made or recovered against the Council by any person whatsoever in respect of any loss, injury (including death) or damage sustained whilst in or upon the Council's premises except to the extent that such loss, injury or damage is caused by the negligence of the Council, its servants and agents. Council will endeavour to ensure Inner West Council venues are in best working order, but will not offer a guarantee.
Use of Electronic and Multi Media	The Hirer will comply with councils policy on Filming http://www.ashfield.nsw.gov.au/files//your_council/policies_plans_and_reports/policies/filming_in_ashfield_policy_-_final.pdf
Catering	<ol style="list-style-type: none"> 1. The Hirer can either self-cater or hire their own caterers. 2. All catering staff serving food on site are required to have appropriate Food Handling accreditation and a copy of their public liability insurance (\$20 million minimum) to be sighted by Council. 3. For the safety and health of people attending the event it is recommended that: <ul style="list-style-type: none"> ◦ Self-caterers be aware of the health guidelines for safe preparation, handling and serving of food at functions as per the temporary food licence guidelines set by Council. (Customer Service can help with this information.) ◦ The Hirer ensure their caterer is registered and follows NSW Health guidelines. ◦ The preparation of food and beverages must be confined to kitchen/kitchenette areas. Appropriate use and supervision of kitchen facilities is required. 4. Hirers need to organise all of their own catering equipment, this includes their own tablecloths, crockery and cutlery. 5. The kitchen must be left in a clean and tidy condition at the conclusion of the hiring period, or the Hirer shall be held responsible for the costs of cleaning. Grease and food scraps are not to be washed down the sink. (See "Cleaning" section above.)
Advertising	<ol style="list-style-type: none"> 1. No advertising of any description or kind will be permitted on any section or part of Council venues or grounds, unless authorised by the General Manager. 2. If the function is advertised, it must be in accordance with the type of function stated on the hire agreement.
Safety	<ol style="list-style-type: none"> 1. Council staff will ensure that the Hirer is familiar with emergency evacuation procedures. 2. Community venues are not equipped with emergency first aid kits. It is the responsibility of the Hirer to have first aid supplies available at all times. 3. In the case of an emergency or fire, the venue must be evacuated according to the evacuation chart clearly visible on the walls of the venue. 4. All exits shall be maintained clear and open for exit or entry without hindrance at all times. Blocking a fire exit is unlawful. 5. Use of dangerous goods – The Hirer will not bring or permit any flame, candle,

	explosive, fuel, ammunition, pyrotechnic, firearm or flammable liquid or substance, or any dangerous weapon to be brought into, or used in a community venue except with the express written consent of the Customer Service Team Leader.
Parking	<ol style="list-style-type: none"> 1. Ashfield Council venues have limited parking available. Please advise guests to abide by parking regulations and where possible encourage the use of public transport. 2. The Hirer is not permitted to park any vehicles on the Civic Centre Forecourt, driveways or footpaths near or around Ashfield Civic Centre premises.
Regulations	<ol style="list-style-type: none"> 1. The Hirer must comply with all legal requirements relating to the use of premises and/or the conduct of performances or functions. 2. Hirer's employees and agents – all persons engaged or employed by the Hirer in connection with the venue shall comply with the provisions of this agreement, and the Hirer agrees to accept responsibility for any failure on the part of his agents, employees, contractors, guests and invitees to observe and comply with these provisions. 3. All hirers, their agents, employees and contractors must comply with Council's WHS policy while on Council premises. A copy of Council's WHS Policy may be provided by the Customer Service team, on request
Other Conditions	<ol style="list-style-type: none"> 1. Prohibition of assignment – The Hirer shall not transfer, assign, sub-let or sub-hire his rights under this agreement. To do so will render the booking cancelled and full cancellation fees will apply. 2. Serving of notices – Any notice will be given to the parties at the address set out on the hiring agreement. A notice sent by post will be deemed to have been given or served at the time when it ought to have been delivered in the ordinary course of post. 3. Dispute – Any dispute arising between the Hirer and any employee of the Council shall be referred to the General Manager whose decision on the matter shall be final and conclusive. 4. The Hirer must be 18 years or older.
Venue contacts	<ol style="list-style-type: none"> 1. Emergency In the event of an emergency, call 000 for the police, an ambulance or fire brigade 2. Caretakers Only venues located in the Ashfield Civic Centre Venues (ACCV) are attended by caretakers. 3. Other For all other venue related queries including maintenance issues, contact: Monday – Friday 8.30am-5pm Inner West Council - Ashfield's Customer Service Team on: (02) 9392 5000. After Hours (02) 9716 1800. <p>Note: A voice message may be left at this number, after hours. Messages will be checked periodically by Council staff.</p>

Section 14. Privacy Statement

Application forms and/or names and addresses of people making an application are information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the Government Information (Public Access) Act 2009, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form

Section 15 Instructions for Applicants

Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU

- Lodge in person – Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.
Ashfield Customer Service Centre, 260 Liverpool Road, Ashfield.
Marrickville Customer Service Centre 2-14 Fisher Street, Petersham
Opening hours for service centres are Monday - Friday, 8.30am – 5.00pm,
(to ensure access to cashiering services attend service centres between 8.30am - 4.30pm Monday - Friday)

Lodge by mail – **C/o Community Facility Booking Officer- Ashfield,
Inner West Council PO Box 14 Petersham NSW 2049**

- Lodge by Email – council@innerwest.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card
(0.75% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail – make cheque payable to: Inner West Council
Payment – by Banking into -
Inner West Council –Ashfield

Bank: Commonwealth Bank
BSB No: 062 105 Account No: 10590851

You must email accpayable@ashfield.nsw.gov.au with details of your contact and payment.

Please Note

Lodgement of this Application Form does not confirm your booking.

Once your application has been received and processed, you will receive notification of a tentative booking along with a request for payment of hire fees, including refundable bond and key deposit. You will also receive information regarding how you can make your payment.

Your booking will only be confirmed upon receipt of full payment (including refundable bond and key deposit). Confirmation of your booking will be provided in writing. You will be required to visit the facility or Council's Customer Service Centre at Leichhardt to collect the necessary key/s and receive a facility briefing prior to your booking.