

# VENUE HIRE APPLICATION 2023

## About this form

This form is for any groups that are applying to hire community facilities between 1 January to 31 December 2023. Use this form to apply for venue hire from the venues the City of Ryde has to offer including meeting rooms, community centres and halls.

## Fees and Charges

The fee for Venue Hire can be found at [www.ryde.nsw.gov.au/feescharges](http://www.ryde.nsw.gov.au/feescharges)

## How to lodge this form

Please ensure all fields have been filled out, and fields marked with an asterisk \* must be completed otherwise the City may be unable to process your application. Forms must be completed by an adult 18 years and over. Once completed, forms can be submitted by:

**Email** [venuehire@ryde.nsw.gov.au](mailto:venuehire@ryde.nsw.gov.au)

**Mail** Locked Bag 2069, North Ryde NSW 1670

**In person** Customer Service Centre, 1 Pope Street, Ryde

## PART 1 : APPLICANT DETAILS

*The applicant is the person lodging the form and the only person the City will communicate with*

Company / Organisation					ABN No.
Title*	Mr	Mrs	Ms	Miss	Other
Given Name*			Family Name*		
Postal address*					
Suburb*				Postcode*	
Preferred contact*	Mobile	Phone	Email		
Mobile	Phone				
Email*					

## PART 2 : VENUE *Choose your venue below and ensure you don't go over the maximum capacity*

Please tick your selected venue	Location	2m <sup>2</sup> Capacity	4m <sup>2</sup> Capacity	Meeting or Concert Max Capacity
Eastwood Community Hall	159/161 Shaftsbury Road, Eastwood	74	37	120
Eastwood Meeting Room	159/161 Shaftsbury Road, Eastwood	18	9	20
Shaftsbury Place	167 Shaftsbury Road, Eastwood	14	7	30
Eastwood Women's Rest Centre	45 West Parade, Eastwood	26	13	40
Eastwood Kiosk	150 Rowe Street, Eastwood	-	-	3
Forster Hall at Brush Farm House	19 Lawson Street, Eastwood	44	22	75
Marsfield Community Centre	1A Trafalgar Place, Marsfield	52	26	100
North Ryde School of Arts Hall	201 Coxs Road, North Ryde	172	86	300
North Ryde Meeting Room	201 Coxs Road, North Ryde	28	14	30
West Ryde Community Centre Hall	3-5 Anthony Road, West Ryde	80	40	120
West Ryde Community Centre Meeting Room	Suite 7, 3-5 Anthony Road, West Ryde	30	15	40
Station Street Hall	1A Station Street, West Ryde	76	38	120
Station Street Meeting Room	1A Station Street, West Ryde	28	14	30
Shepherds Bay Community Centre Hall	3A Bay Drive, Meadowbank	106	53	125
Gladesville Meeting Room	6 Pittwater Road, Gladesville Library	26	13	40

**PART 3 : DETAILS OF HIRE** Attached a separate sheet if you require more space for your booking request

Hire start date\*

Hire end date\*

Multiple dates

Start time of hire *Including set-up and pack-up\**

am/pm

End time\*

am/pm

Description of activity\*

Estimated attendance\*

Please list any items to be sold:

Describe all advertising which is proposed for the hiring:

*Note: The hirer shall not advertise any activity or entertainment of a hiring or erect, affix, paint, post, chalk or display any sign, notice, device or representation in the nature of an advertisement anywhere without City of Ryde's written permission.*

Please list all equipment / furniture / decorations sound or lighting accessories that will be used during the hiring:

*If the emergency services attend for any reason due to the hirer / hiring, the full cost plus any administration charges will be paid by the hirer. Note: The use of any kind of pyrotechnics, fireworks, candles and smoke or dry ice machines in any venue is strictly forbidden.*

Do you need additional requirements for your event?

*Set-up pack-down / seating plan / microphones / security guard / waste bin hire / projector / sound system / whiteboard / kitchen / storage / parking.*

If entertainment is proposed, please provide details:

Is the use of the kitchen required?\*

*Hirers are responsible for providing their own utensils, crockery, kitchen supplies, rubbish removal for each hire period.*

No Yes, please provide details:

Will Alcohol be supplied, BYO or sold at this event? \*

Supplied

BYO

Sold

Not applicable

Caterer Name *If applicable*

Contact Name

Address

Suburb

Postcode

Mobile

Phone

Email

Initial\*

Date\*

## PART 4 : SUPPORTING DOCUMENTATION CHECKLIST *Details of supporting documentation*

Before you submit this application, please check that you have: *Please tick*

Completed this application in full

Provided evidence of a \$20 Million Public Liability Insurance or approval to use the Casual Hirer City of Ryde Public Liability Insurance

Selected which Category you are applying for and attached the relevant documentation

Category	Criteria	Supporting documentation required
Standard	Full fees apply eg. commercial hirers, for profit groups, political groups, private individuals	<ul style="list-style-type: none"><li>Public liability insurance (\$20 million)</li></ul>
Not-for-profit Category One	Subsidised rate for not-for-profit community groups that generate an annual income of \$100,000 or above	<ul style="list-style-type: none"><li>Public liability insurance (\$20 million)</li><li>Evidence of incorporation status</li></ul>
Not-for-profit Category Two	Subsidised rate for not-for-profit community groups that generate an annual income of less than \$100,000	<ul style="list-style-type: none"><li>Public liability insurance (\$20 million)</li><li>Evidence of incorporation status</li><li>Copy of a financial report in the previous financial year</li></ul>
Self Employed / Sole Trader	A subsidised rate is available for Sole Traders / Self employed persons that deliver health and wellbeing activities	<ul style="list-style-type: none"><li>Public liability insurance (\$20 million)</li><li>Copy of financial report in the previous financial year</li></ul>

## PART 5 : MARKETING AND PROMOTION

Council would like to assist our community hirers in promoting their activities to our community, as such we will be creating a activities booklet for our facilities.

Yes, we would like Council to promote our activities within their promotional information.

Please provide some information on the activities that you would like to be promoted.

*Note: that contact details will be printed as per information provided in Part 1.*

## PART 6 : DECLARATION

*All boxes in this section must be ticked and accepted and the applicant must sign the form prior to Council processing your application*

I certify that the above information is true and correct in every detail. I understand that if the information declared on this form is not true and correct, City of Ryde Council may refuse my application.

I agree to abide by Councils adopted fees and charges schedule.

I have read and completely understand both the terms and conditions of use and hire; including, Councils Guidelines for the Use of Council's Halls and Meeting Room, both my nominated representative and I agree to abide by these.

Signature\*

Date\*

## PART 7 : TERMS AND CONDITIONS

### General Conditions

- Hirers agree to abide to the City of Ryde's Terms & Conditions of Use for the Hire of Community Halls and Meeting Rooms.
- Rights and obligations under this agreement are not transferrable without the written approval of the City of Ryde. The Hirer cannot transfer, assign, sub-let or sub-hire His or Her rights under this Agreement.
  - If the application is made personally, the person will be responsible for compliance with the conditions, payment of fees and charges or liabilities which become payable in respect of the hiring.
  - If the application is made on behalf of a group, company or other body, the person must produce evidence of authority to commit the group, company or body to be bound by Terms and Conditions. The obligations imposed will be a joint responsibility of the person and the group, company or body.
- It is the responsibility of the Hirer to check the condition of the venue immediately prior to occupation and determine whether the venue is fit for intended use.
- When entering the venue, Hirers are to make themselves aware of the emergency evacuation procedures displayed within each venue. The Hirer is to ensure that emergency exit routes remain clear at all times.
- Closed Circuit Television (CCTV) cameras may be in operation on Council premises. Recorded images are collected and held by City of Ryde Council.
- The Hirer is responsible for all that occurs during a hiring. If the Hirer is compromised or is absent at any time; the Hirer shall appoint a representative to be responsible jointly with the Hirer. The appointment and identity of any Hirer's representative shall be made known to the Council before the event.
- If any Hirer enters the venue without prior approval it may be deemed as trespassing and the appropriate authority notified.
- If alcohol is to be consumed at an event the *Liquor Act 2007* and *Liquor Amendment Regulation 2016* must be adhered to. The hiring will not take place unless any required licence is produced. Refer to the Department of Industry (Gaming and Liquor for more information) [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au). Hirers will forfeit their security deposit if alcohol is consumed and appropriate notification has not been sought and provided to Council.
- All Hirers who work / volunteer with children and / or provide a service to children under the age of 18 years old, are required under legislation to complete a Working with Children Check (WWCC). If the Hirer has multiple staff working / volunteering with children, all are required under legislation to complete a WWCC. Hirers must verify the WWCC with the Office of Children's Guardian. Hirers, and their staff, are to ensure their WWCC is valid at all times whilst hiring City of Ryde's Community Halls and Meeting Rooms. At the application to hire; the Hirer, and relevant staff, undertake to advise the City of Ryde Council if they are to be working with children, or providing such a service during the hire, and that the hirer and relevant staff have applied for and satisfied all requirements in obtaining the relevant WWCC. It is the responsibility of the Hirer to ensure all requirements of WWCC are met as required by legislation. For further information in relation to a WWCC contact [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au)
- Council reserves the right to refuse the hiring of its venue without stating a reason for refusal. Council shall not be liable in any way for loss or damage caused by the exercising of this right.

### Fees and Charges

- Fees are charged as per the City of Ryde's published Fees and Charges available at [www.ryde.nsw.gov.au/feescharges](http://www.ryde.nsw.gov.au/feescharges).
- Hire charges for Casual Hirers (those organisations or individuals hiring a Council venue less than 10 times per calendar year), are payable in advance at the time of booking.
- Regular Hirers (10 or more booking per calendar year) will be invoiced one month in arrears. It is the Hirer's responsibility to ensure all invoices are paid in accordance with their Hire Agreement. Failure to make payment in accordance with these terms may result in Council terminating a Hire Agreement and withholding facility access.

### Cancellations

- Regular Hirers (10 or more bookings in a calendar year) and Casual Hirers (less than 10 bookings in a calendar year) must provide one months' notice to cancel a booking to avoid being charged for the booking. Exceptional circumstances will be considered. Bookings can be cancelled, postponed and / or rescheduled.
- Cancellations or amendments to hire will only be accepted in writing (email is accepted). Please send notification to City of Ryde's Community Facilities Team via the email address [venuehire@ryde.nsw.gov.au](mailto:venuehire@ryde.nsw.gov.au)

### Use of Facility

- The Hirer must collect the appropriate access card from the Ryde Customer Service Centre at 1 Pope Street, Ryde, or North Ryde Office Riverview Business Park, Building 0, Level 1, 3 Richardson Place, North Ryde. Hirers must contact the Venue Hire Team in the week lead up to the booking, to arrange a suitable time to collect access cards. Council offices are manned Monday to Friday between 8.30am – 4.30pm.
- Where keyless entry operates at our facilities, Hirers will be given a facility specific code to obtain access. This code will only be provided to Casual Hirers where full payment has been made. In this case, the facility will be accessible 15 minutes before the duration of the booking, and 15 minutes after the duration of the booking.
- The venue must always be kept neat and tidy and be left in a reasonable condition. The kitchen must be thoroughly cleaned (the Hirer is to provide cleaning equipment and detergents).
- The venue must be locked and secured by the Hirer at the completion of use and all lights and equipment turned off.
- Nails, screws, sticky tape, or any other fastenings must not be used or attached to walls, floors, furniture or fittings.
- No naked flames of any type may be lit or utilised within the venue including candles or tea lights. No open fires / candles of any type may be lit in the surrounding grounds. Smoke / fog machines or similar are not permitted within Council venues.

Initial\*

Date\*

## PART 7 (CONTINUED) : TERMS AND CONDITIONS

22. Smoking is not permitted within any Council venue or within 10 metres of the venue. It is the responsibility of the Hirer to ensure this condition is strictly adhered to by all guests.
23. No Animals e.g. Petting Zoos and inflatable jumping castles are permitted in Council's venues
24. Ball sports are not permitted inside venues unless written permission is attained from Council.
25. Any item brought into the venue by the Hirer must be removed entirely from the premises at the end of the booking, this includes all garbage. Garbage must not be disposed of in any receptacles around the premises.
26. Activities conducted within a venue must not impact on other hirers or general public.
  - a) Amplified music and general noise levels must be kept at a reasonable level under the Protection of the Environment Operations (Noise Control) Regulation 2017. Further information is available at [www.epa.nsw.gov.au/your-environment/noise](http://www.epa.nsw.gov.au/your-environment/noise).
  - b) The Hirer is not permitted to use any part of the concourse, colonnade or pavement area outside of the venue other than for normal pedestrian access.
  - c) Signs are permitted within the perimeter of the venue for the duration of individual bookings and must be removed prior to leaving the venue on each occasion.
27. Any vehicles found parking illegally during the event will receive an infringement notice in accordance with the Road Rules of 2014.

### Storage

28. Storage of equipment will be at the discretion of Council. Council will determine whether there is suitable availability of storage based on individual requirements. Requests for storage must be made in writing. Due to the demand for storage Council can not guarantee that storage will be provided.
29. Property not belonging to Council that is kept at the venue during the term of a Hire Agreement will be at the owner's risk.
30. Council shall not be held responsible for any personal property left at the venue and Council is authorised to remove and dispose of all property / equipment.

### Special Conditions

31. Council may impose Special Conditions relating to your hire in certain circumstances e.g. COVID pandemic, bush fires etc.
32. Any Special conditions will be notified to Hirers in writing. These may be imposed by external factors e.g. Federal / State Government Departments at short notice and Hirers are required to adhere to these.
33. Hirers must ensure that their members are aware of any Special Conditions that will impact either them or the Hire period(s).

### Public Liability Insurance

34. The Hirer must ensure a Certificate of Currency for Public Liability Insurance for not less than twenty million dollars (\$20,000,000.00) coverage either for themselves or any third party in attendance. This is required by all persons hiring Council venues (other than for private functions).
35. Public Liability Insurance must be in the same name as the booking and must be provided to Council at the time of booking.
36. Individuals holding a private function such as a birthday party, wedding or christening will be covered by Council's Public Liability Insurance. Hirers should note that a two thousand-dollar (\$2,000.00) excess is payable by a hirer arising from any claim caused and / or arising from a hire.
37. Hirers employing professionals, i.e. fairies, catering, disc jockeys, and the like, must provide Council a copy of the service provider's public liability insurance for not less than twenty million dollars (\$20,000,000.00), no less than two weeks prior to the venue hire.
38. Should a Hirer's Public Liability Insurance policy expire during the term of hire, it is the Hirer's responsibility to provide Council with a copy of the insurance policy renewal. A lapse of insurance constitutes a breach of the Hire Agreement.

### High Risk Functions

39. A refundable deposit shall be paid prior to the hire to secure the booking for High Risk Functions. The bond is refundable if there are no issues and / or damages during the Hire period, which Council may seek cost recovery.
  - a) There shall be a deduction from the deposit for the costs of repairing or replacing any damage to the venue, any of its keys, attachments, fittings or fixtures, or for additional cleaning of the venue in the event of a breach.
  - b) The deposit or any balance thereof shall be refunded to the applicant after return of the keys and deductions pursuant to paragraph (a).
40. High risk functions are considered to be, but not limited to 16 – 21-year-old birthday parties, youth events, large crowd events and live music events.
41. Where guests are under the age of 21, Council requires assurance that there will be a ratio of one adult over 21 years of age to every 10 guests under 21 (with the exception of school concerts or similar events). The adult supervisors must be capable of maintaining order at the functions. Failure to provide this ratio of supervision may result in forfeiture of all or part of bond regardless of damages caused.
42. Hirers are required to register their function / event on the NSW Police Force website [www.police.nsw.gov.au/online\\_services/party\\_safety](http://www.police.nsw.gov.au/online_services/party_safety). Registration can be completed online or through contacting the local Police station directly. Upon completion of the registration, the Hirer will be issued a registration number. This number is to be provided to Council not less than 30 days prior to the booking.
43. Persons under the age of 18 years must not be served, supplied or sold liquor. To do so is an offence under the *Liquor Act 2007* and *Liquor Amendment Regulation 2016* and may be subject to a penalty / fine. Refer to clause 8 for consumption of alcohol in Council owned venues.
44. Where Council determines Licensed Security Guards are required, Councils nominated Security supplier must be used. This will be charged in accordance with Council's Fees and Charges.

Initial\*

Date\*

## PART 7 (CONTINUED) : TERMS AND CONDITIONS

45. Functions are to be contained within the venue. Guests are not permitted to congregate in outside areas including car parks or streets.
46. To minimise opportunities for uninvited guests, only one door of the venue should be used for exit and entry with supervision from hired security guards and responsible adults be provided at all times.
47. The event must not be openly advertised without prior written consent from Council. This includes advertising via the internet, social media and online forums.

### Indemnification and Termination of Agreement

48. The Hirer will occupy and / or use the venue at his / her own risk.
49. Neither the Council nor its employees shall be liable for any loss, theft or damage sustained by the Hirer, any person associated with the Hirer or any person attending the venue.
50. The Hirer will indemnify and keep Council indemnified for and against all claims, actions, suits, costs and demands which may be made or recovered against Council by any person whatsoever in respect of any loss, injury (including death) or damage sustained in respect of or arising out of the hiring or use of the venue except to the extent that such loss, injury or damage is caused by the negligence of Council, its servants or agents.
51. Council reserves the right to terminate a Hire Agreement as a result of inappropriate, intimidating and / or threatening behaviour from a Hirer or their guest(s) towards City of Ryde Council staff, other hirers and / or members of the general public. Termination will be subject to the relevant Council policy.
52. In the event that the Hirer commits a breach of the Hire Agreement and / or any of the above Terms and Conditions, Council may terminate the Hire Agreement and require immediate vacation from the venue. Council will not forfeit any right to action which may arise from such termination. The hirer will be liable to pay all fees and charges.
53. Council may at any time before the use of the Venue, cancel the hire of the Venue by giving written notice of such cancellation to the Hirer. If the Council cancels the hire pursuant to this agreement, all monies paid will be returned to the Hirer. Council will not be liable to the Hirer for any loss or damage incurred by the Hirer as a result of such cancellation.
54. Council reserves the right to periodically update these Terms and Conditions of Use for the Hire of Council's Community Halls & Meeting Rooms
55. Changes will be communicated to Hirers and Hire Agreements updated as required.

### Terms and Conditions for Shepherds Bay Community Centre

- a) Use must not exceed 120 people.
- b) The premises may only be booked any time between the following hours:  
Monday to Saturday – 8.00am to 10.00pm  
Sunday\* 10.00am to 9.00pm  
These times must include time for set up and pack down.  
\*The General Manager may approve a Sunday use commencing between 8.00am and 10.00am where the General Manager is satisfied that there will be no detrimental impact on residents' amenity.
- c) All activities must cease and the Venue and surrounding areas must be vacated by 10.00pm. Failure to comply with this may result in the complete loss of the bond and may incur additional charges to the Hirer. All future bookings will be immediately cancelled.
- d) False alarms will affect residents and may incur penalties from the Body Corporate should fines be received from the NSW Fire Brigade.
- e) Furniture and other contents of the Venue are not to be removed from their usual positions without reference to and permission from the Council's representative.
- f) The Hirer shall ensure that Bay Drive between a line 15 metres east, west and south of the entrance of the Venue is kept clean and tidy during the use of the Venue and is inspected after use to ensure all litter is removed, including cigarette butts and the like.
- g) No alcohol is to be provided and / or consumed at this Venue without the approval of the General Manager or their representative.
- h) Patrons of the Venue are to be aware of the adjoining residential apartments, including residents in the immediate floor above the venue. At all times, all patrons of the Venue shall consider the amenity of its neighbours and shall take all reasonable measures to ensure that adverse impacts to the surrounding area do not occur.
- i) If residents of the adjoining residential apartments deem it necessary to call the after-hours Council number due to disruption caused by patrons of an event on any night, a charge per call out, after investigation, will be applied to cover additional security and administration costs.
- j) If the Hirer is bringing in its own speaker system (provided that written approval has been obtained from the General Manager) they are to be located on the isolation mounts provided to avoid direct transfer of noise / vibration into the building envelope.

### Contact details

- In the event of an emergency, please telephone emergency services on 000.
- To report damage or issues regarding a Council building please contact 9952 8222. This number is manned 24 hours 7 x days a week. Damages or issues can also be reported via email [venuehire@ryde.nsw.gov.au](mailto:venuehire@ryde.nsw.gov.au)
- To report non-urgent issues or to provide feedback, please email [venuehire@ryde.nsw.gov.au](mailto:venuehire@ryde.nsw.gov.au)
- For Keyless entry issues please contact SecVision on 1300 500 606.

Initial\*

Date\*