

Applicant Details

Contact Person

Contact Number

Company Name

Email

Postal Address

Booking Details

NOTE: Council venues are NOT available for 16th, 18th or 21st birthdays, school formals, after formal parties or youth farewell parties.

NOTE: All rooms and Centres must be cleaned and vacated by midnight

Booking Purpose/Description

Date(s)

Time in

Time out

Approx. no. of attendees

Venue

Specific room (if available)

All health regulations in regards to COVID-19 regulations must be followed

- Use separate entrance and exit
- Maintain and promote 1.5m social distancing
- Regulations on the number of people is 20 people for gathering or booking or the number per 4m² rule whichever is the lesser number. A Hirer cannot roster 20 people at a time and then another 20 people
- Regulations on the number of people in each room must be adhered to:
- As a Hirer of _____ room at the _____ Community Centre, the maximum allowed number of people to satisfy social distancing requirements of 4m² is _____.
- A record of people attending and their contact details must be provided to the community facilities coordinator when returning security key or after each hirer.
- COVID-19 Safety plan to be provided to QPRC
- Promote and practice regular and thorough handwashing and good respiratory hygiene. Provide own sanitiser and disinfectant
- Kitchens are closed until further notice as per COVID Food Safety Plans
- COVID-19 cleaning cost to be on charged to the Hirer
- No wind Instruments and avoid choir or singing groups
- If you present any COVID-19 symptoms – please remain at home

For clarification of COVID-19 Regulations please go to <https://www.nsw.gov.au/covid-19>

Public Liability

Public Liability Insurance
(see Terms and Conditions)

AV Requirements/Catering Options

- ☐ Basic Pack – all centres
 ☐ Self catering
 ☐ Refreshment/meeting pack
 ☐ Function/wedding caterer

NOTE: See our brochure for full details of AV and catering packs

Activities

Will you be setting up or using any tents, marquees, jumping castles, sumo suits etc?

I hereby agree to and accept all of the Terms and Conditions

Date

Community Facilities

Office Locations
253 Crawford St, Queanbeyan NSW 2620
10 Majara St, Bungendore NSW 2621
144 Wallace St, Braidwood NSW 2622

Contact Information

Bungendore and Braidwood: (02) 6238 8111
Queanbeyan: (02) 6285 6583
Web: www.qprc.nsw.gov.au
Email: qprc.communityfacilities@qprc.nsw.gov.au

Terms and Conditions of Hire

The following states the Terms and Conditions apply to all hirers when an application for hire has been approved by Queanbeyan-Palerang Regional Council, (Council).

Applications for hire of the Community Centres are to be made in writing on the form provided or on the Website. Hirers are to be bound by the following Terms and Conditions and should read them carefully before signing. The application form must be completed by the person making the booking, who is required to be over the age of 18 years.

Fees and Charges

1. The total outstanding amount for a booking is to be paid prior 3 working days prior to the event.
2. The applicable Venue Hire is to be paid to secure your booking.
3. A tentative booking will be held for a maximum of 14 days. If Council has not received payment and a signed Application for hire, the tentative booking will be removed.
4. All private functions will incur the commercial rate of hire.
5. Community groups seeking the community rate are to provide documentation that demonstrates the organisation's not-for-profit status. Please provide one of the documents below:
 - a) Copy of the group's Certificate of Incorporation (from the Department of Fair Trading); or
 - b) Income Tax Exempt Charity Statement (from Australian Taxation Office); or
 - c) If you are unable to provide either of the two documents above please provide a written letter that supports your claim on not-for-profit status. *Please note that option C applicants will be considered but not guaranteed discounted rates.
6. Hire fees are those which apply during the hire period as per Council's Schedule of Fees and Charges and may differ from those quoted at time of booking.
7. Hire fees will apply from the access time the facility is required up until the venue is secured at the conclusion of the hire period.
8. All booking times will include setup, pack down and cleaning after the event, therefore any further time spent in the venue outside the specified hire period will incur additional costs.
9. Bookings can only be taken up to 12 months in advance.
10. Regular hirers will be invoiced once a month in advance. Outstanding Invoice may result in your bookings being cancelled
11. If the full hire fee is not paid in advance of a booking Council reserves the right to cancel that booking.

Security Bond

1. A security bond is required for all bookings and must be paid a minimum of 3 working days prior to the commencement of the hire period.
2. If in the opinion of Council, there is any damage to the facility or equipment (excluding fair wear and tear) during the hire period, Council may without prejudice to any other rights it has under this agreement, deduct from the security bond the amount which in the opinion of Council is the cost of rectifying such damage or offsetting any other costs or charges incurred by Council pursuant to this agreement.
3. Any penalties incurred resulting from a breach of the terms and conditions will be deducted from the security bond. Additional costs if damages above the security bond will be charged to your account for payment.

Public Liability Insurance

1. Incorporated bodies, sporting clubs, educational, religious organisations, associations of any kind and profit making activities including selling of goods, charging admission or commercial enterprises must provide Council with evidence of Public Liability Insurance for a minimum of \$20 million.
2. This policy must name Council as an interested party. A current certificate of currency must be forwarded with this application.
3. The hirer shall indemnify Council and its employees against any claims, costs or penalties whatsoever which may arise from the hirer's negligence during the period of hire.
4. Permanent hirers must obtain Public Liability Insurance to the value of \$20 million. Casual hirers are covered by Council's Public Liability Insurance.
5. Hirers (other than incorporated bodies, sporting clubs, religious organisations, associations of any kind and profit making activities including selling of goods, charging admission or commercial enterprises) who hire the Council's facilities will be covered by Council's Casual Hirer's or Regular Hirer's Insurance Policies. However, if a claim is made, the hirer will be required to pay the policy excess of either \$1000.00 for Casual Hire (less than 3 times hired per year) or \$2000.00 for Regular Hire (more than 10 times hired per year).

Hire Obligations and Responsibilities

1. The hirer must immediately cease using the facility or equipment and notify the Community Centres Supervisor upon becoming aware of any repairs required, damage or loss.
2. It is the responsibility of the hirer to ensure that all equipment owned by the hirer and used in the facility is fit for purpose and meets Australian Standards including electrical tag and test requirements.
3. The hirer must ensure the number of attendees does not exceed the room capacity limits under any circumstances. Capacity limits for each room is displayed in the facility and can be obtained from Council's staff.

4. The hirer is responsible for the conduct of all attendees and children are to be adequately supervised by an adult at all times. There is to be no balls or outside play equipment to be used in the facilities and all damages will be at full cost recovery.
5. Any matters of concern in regards to another hiring party are to be reported directly to the Council's Community Centres Supervisor in the first instance. Hirers are not to approach other hirers in this regard.
6. It is the hirer's responsibility to check the playground, sandpit and all exit doors and gates prior to use and leave these facilities in a neat, tidy and safe condition upon completion of use.
7. The week prior to the hire period the Hirer must meet with a Council representative to undertake an induction to the venue including emergency evacuation procedures and responsibilities. All keys/fobs need to be collected by 2.00pm Friday afternoon from the office at The Q (Rear 253 Crawford Street Queanbeyan).
8. At the venue induction hirers are issued with a Key/Fob to the facility and a unique alarm code with operating instructions. Keys and alarm codes issued to a Hirer must not be given to a third party without the written authorisation of the Council's Community Centres Supervisor. Both entry and exit to the facilities are monitored.
9. Any additional time will be charged at full cost recovery.
10. Keys/Fob are to be returned to the Community Centre Supervisor office at The Q, 253 Crawford Street, Queanbeyan after 10.00am on the first working day after the conclusion of the hire period. If the Terms and Conditions are met your refundable security bond will be refunded at this time.
11. In the event that a key/Fob is lost or damaged, the hirer will be responsible for all costs incurred by Council for a replacement Fob and rekeying locks if necessary. Council will issue the hirer with a tax invoice for such costs and the hirer agrees to pay that invoice within 7 days of its issue date.
12. Tables and Chairs are provided in your Venue Hire. Any tables and chairs belonging to Council that are used by the hirer must be cleaned and
13. Returned to the appropriate storeroom. No furniture is to be left in the rooms.
14. If food is being sold, permission must be sourced from the event organiser and Council must be notified by contacting (02) 6285 6246.
15. If alcohol is being sold the appropriate license for service of alcohol must be obtained by the hirer and a copy provided to Council.
16. If AV, PA and or amplifying equipment are being used it is the hirer's responsibility to adhere to Australian Standards for electrical wiring e.g. Test and Tag standards.
17. To minimise resident disturbance, noise levels are to be kept at a minimum and must not exceed the standard **105 db**.

All facilities must be vacated by 12.00 midnight

Not Permitted

1. Due to legislative restrictions placed on Council venues, devices that create smoke and smoke effects are strictly prohibited.
2. No flammable gas is permitted on the premises.
3. Approval to have live animals in the Centre needs to be obtained from Council, with the exception of assistance/guide dogs.
4. Smoking is not permitted inside any Council facilities. Smokers should be at least 4 meters away from facility entrances.
5. There is to be no Sticky tape or Self-adhesive hooks stuck to the walls. All damages will be charged at full cost recovery.
6. Decorations are not to be hung from the fans or light fitting.
7. The hirer must not without the written authorisation of the Community Centres Supervisor inscribe, paint, affix or exhibit in or on the facility, any sign, advertisement or notice.
8. The hirer shall not erect equipment or drive motor vehicles on the premises without the written authorisation of the Community Centres Supervisor.
9. The hirer will ensure all vehicles are parked in the designated parking areas and not on reserves or parkland.
10. Fireworks are strictly prohibited.

Cleaning

1. The hirer must leave the entire Centre, including the grounds clean and tidy. This includes the kitchen, oven, fridge, table and chairs, floors and playground. All equipment is to be packed away as per signage and no personal belongings are to be left on site.
2. If the kitchen facilities have been utilised during the hire period the oven and fridge are to be cleaned and all food stuffs are to be removed at the conclusion of the hire period. All Food stuffs left on site will be disposed of.
3. It is the responsibility of the hirer to remove all rubbish including decorations from the Centre and be placed in the external bins provided.
4. Both Waste and Recycle bins are provided. Please ensure that waste is placed in the correct bins. If Bin contamination occurs you will be liable for the cost of removal at Full cost recovery. Any excess rubbish is to be removed from the grounds by the hirer.
5. Hirers acknowledge the Sustainable Event Management Plan of Avoid, Reduce, Reuse and Recycle.
6. All facilities are to be cleaned, locked and vacated at the conclusion of the hire period and all Council venues must be vacated by 12.00 midnight (With the exception of Bicentennial Hall which can be occupied for cleaning only until 1am). Please note that Council's security personnel will be notified if a facility is occupied before or after the booking time. If we are unable to contact the hirer, a patrol will be sent out and any charges incurred will be payable by the hirer.

Cancellation

1. If the Casual booking is cancelled 0 to 4 weeks before the event, 100% of hire fee will be forfeited.
2. If the Casual booking is cancelled 4+ weeks before event, 20% of the hire fee will be forfeited.
3. If a Regular booking needs to be cancelled, The Hirer must notify the Community Centre Supervisor prior to the event. It will be at the discretion of QPRC staff to cancel the booking fee.
4. The percentage shall be retained by Council and the balance of the hire charge will be returned to the hirer.