



## Gosford Narara Community Centre

### Centre Hire Information Booklet



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Narara NSW 2250

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E: [roomhire@gnnc.com.au](mailto:roomhire@gnnc.com.au)

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## HOW TO BOOK

- Potential hires should contact the Centre by email or phone to confirm availability for the required date/time.
- All Hirers must complete a Venue Hire Application Form. Approval of the application is at the discretion of Gosford Narara Community Centre's manager.
- The Hirer will only use the venue for the purpose and activities outlined and approved in the Venue Hire Application Form
- Large functions that happen outside normal business hours may incur a cleaning fee. This decision will be made at the discretion of the Centre Manager.
- Hire includes access to kitchen facilities, including dishwasher, and use of all cleaning materials
- Hire does not include any consumables such as tea, coffee, milk, stationary, printing, photocopying etc.
- The hire may be cancelled at any time if determined necessary by Gosford Narara Community Centre.
- GNCC reserves the right to vary regular bookings and will give 2 weeks' notice to the Hirer.
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## PAYMENTS AND BONDS

- The booking is not confirmed until receipt of a completed Application Form, and payment of bond.  
For casual hirers - Payment of the bond for the use of the rooms at the Centre must be paid in full at least three (3) days following date of booking, and hire fee must be paid, where practicable, at least 7 days prior to the date of hire but no less than 3 days unless by special arrangement with the Centre Manager.  
For regular hirers the bond must be paid seven (7) days prior to the first date of hire and the hiring fee must be paid monthly in advance within seven (7) days of being invoiced.
- Arrangement can be made for Hirers to be invoiced by the Centre. An "Application for Hire" form must be completed and returned to the Centre, along with the Bond payment before booking can be confirmed.
- Cancellations must be made 7 days in advance of a booking. Cancellations made after this time will result in the Hirer paying full hire fee for the room/space. If seven days' notice is not received a refund of the hire fee will only be made if another booking for the same room/space is received by the Centre for the same period.
- GNCC reserves the right to terminate a hire agreement if the Hirer fails to pay overdue costs within two weeks of a written demand for payment.
- Failure to adhere to any of the conditions of Hire may result in the Hirer's Bond being forfeited and/or future access to the Centre denied.

- Bond money will be refunded when keys are returned, Inspection of room/space to confirm no damage has been done and the Centre is left clean and tidy and when all cheques have been cleared by the bank.
- Under normal circumstance Bond is refunded no later than 21 days after the date of hire. Bonds will be refunded by cheque made payable to the hirer.
- There are two rates for hiring space General and Community. To qualify for Community rate, a group must be able to show that it is a community-run organisation or a non-profit organisation(e.g. Play group, Residents group, Support group)

## Hire Rates

- There are two (2) rates for hiring space at the Gosford Narara Community Centre (hereinafter referred to as "the Centre") namely:
- To qualify for the Community rate, a group must be able to show that it is a community-run organisation or a non-profit organisation (e.g. play group, residents' group, support group).
- The Centre will determine the hire rate for each applicant. In the event of a dispute, the applicant may apply in writing to the Board of Directors - Gosford/Narara Community Centre for consideration of the matter.
- All room and hall hire charges are outlined in the Schedule of Fees and Charges.
- No hire will be permitted that interferes with the day to day running of the Centre

## Key Collection and Return

- Keys can be collected during office hours (9am-4pm) on the last working day before the hire.

**Please note:**

- Keys must be returned on the first working day subsequent to the hire unless you have made other arrangements with Centre staff.
- Keys must not be duplicated for any reason whatsoever.
- Lost keys must be reported immediately to the Manager and all hirers are responsible for the full replacement costs of any lost keys plus deadlocks.

If a key deposit has been paid this will be used to cover the cost of key replacement.

**2016 Schedule of Fees and Charges:**

	DAY	DAY	EVENING (after 6pm)	EVENING (after 6pm)
ROOM	COMMUNITY	GENERAL	COMMUNITY	GENERAL
Hall	\$20 per hour	\$25 per hour	\$40 per hour	\$50 per hour*
Meeting Room	\$11 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Youth/Craft Area/ Office	\$10 per hour	\$15 per hour	\$18 per hour	\$22 per hour
Kitchen only hire	\$8 per hour	\$10 per hour	\$12 per hour	\$15 per hour

**ALL CHARGES INCLUDE GST**

**Bonds:**           Community Rate: \$110  
                           General Rate: \$160 (office hours)  
                           General Rate: \$320 (out of office hours & weekends)  
                           An extra \$150 in Bond will be required if alcohol is served  
                           Key Deposit: \$30 (if applicable)

We do not accept bookings for parties for 13 – 21 year olds.

Proof of age may be required for birthdays for hirers under 30.

\*Private evening functions for Friday and Saturday nights will be charged a flat fee of **\$350**, which entitles hirers to the use of the Hall & Kitchen from 6.00pm till midnight.

**Note: The Kitchen must be shared with hirers of other rooms –Evening functions have exclusive use of the kitchen.**

**At all other times -Kitchen only hire will not be available when other room hirers require the use of the kitchen.**

**PROCESS:** Please complete the Application for Hire Form  
and address to:

Gosford/Narara Neighbourhood Centre  
PO Box 9047  
WYOMING NSW 2250

Or alternately you can email your application to: [roomhire@gnc.com.au](mailto:roomhire@gnc.com.au)

Payments can be made in one of the following ways:

- **Direct Deposit as follows:**

Westpac Bank Wyoming branch

Account name: Gosford City Community Info Service

Bond Payment: BSB: 032669 Account number: 148900

Room Hire Payment: BSB: 032669 Account number: 148898

**Bookings will only be made upon receipt of the Application for Hire Form & a  
cheque/money order for the Bond.**

**We do not accept personal cheques from casual hirers.**

Other fees if applicable:

- Security Call Out (e.g Alarm not turned on upon lock-up, other security related issues) - \$100
- Miscellaneous call –out (e.g – keys forgotten, keys locked in centre, other hirer at-fault problems etc)
- Air-conditioning or lights left on - \$20
- Excessive cleaning fee - \$30p/h ,minimum 2 hour charge

**Equipment Hire Charges:**

- Casual hire of Data Projector or TV/DVD player - \$20 or \$50 out of business hours
- Casual wireless Internet Access \$5 per hire. One off charge for regular hirers only \$20
- Storage. For Permanent hirers who require long term storage the fee is \$7.50 per calendar month for large cupboards, \$3 for small cupboards.
- BBQ - Flat burner gas BBQ on trolley (Note you will need to provide own gas bottle and all equipment). - \$30

# CONDITIONS OF HIRE

## General

- The hirer is responsible for the care of the facilities and equipment whilst hiring the Centre.
- The Hirer shall not sublet the premises to any other organisation/individual.
- It is the responsibility of the hirer to carry out all health and safety procedures and ensure the areas of access are safe for people using the centre. E.g.; no trip hazards by cords or leads, no slippery or wet floors, no sticky floors, care with cooking and no obstruction of emergency exits etc.
- **Children must be supervised at all times by an adult whilst in the Centre.**
- For safety reasons, no children are permitted in the kitchen unless accompanied by an adult.
- Unless the kitchen is hired out exclusively by a hirer then it is a shared area with other hirers of the Centre. All hirers must be considerate of other users and make sure the use and access of the kitchen is not obstructed in any way. Other hirers must be allowed free access to the equipment that is available. The kitchen is only to be used for the purposes of food preparation.
- The hirer is responsible for ensuring that hired area is left in a clean and tidy condition. This includes the kitchen and toilet areas. Basic cleaning equipment will be provided by the Centre (broom, mop, bucket, dustpan and brush), however the hirer will need to provide any other cleaning equipment required. **Hirers are asked to provide their own tea towels and garbage bags.**
- All rubbish generated by the hirer must be removed from the premises and the adjoining areas. We do not provide a garbage service.
- On completion of the hirer's use of the hired area, all windows and doors must be locked, all lights and all appropriate electrical equipment (including all ovens, lights, fans, heaters and air conditioning system) turned off. Hirers will be charged if these items are left on.
- The hirer last to leave the building is responsible for ensuring that all external doors are secure, all electrical equipment is off, and the alarm system is activated correctly.
- Keys must be returned to the Centre no later than 11.00 am on the next business day following the hire period, unless prior arrangement is made with the Centre.
- Existing notices, posters or displays must not be touched or covered unless prior written permission is given by the Centre. No posters, decorations etc. are to be attached to walls or notice-boards without prior written permission. Any attachments to walls must be made with blutac, not tape.
- Under no circumstances are streamers, balloons or other decorations to be attached to any fan, other cooling device, heating device or air intake/outlet.
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## Storage

- Regular hirers may apply to the Manager for use of storage space in the Centre for their equipment. Requests will be determined after consideration of available space and on condition that equipment is stored in a tidy manner and does not create a fire or safety hazard.
- Any equipment owned by the hirer and stored in the Centre must be returned to its storage area at the conclusion of each hire period.

## Alcohol and Smoking

- If alcohol is consumed on the premises, it must be confined to the area hired.
- NO GLASS BOTTLES PLEASE.
- No alcohol will be sold on the premises.
- No smoking is allowed inside the building, or within 10 metres of the facility.

## Equipment / Furniture

- All kitchenware must be washed (where appropriate, in the dishwasher) and returned to its original location. Benches and sinks must be cleaned and if the dishwasher has been used, it must be emptied after use.
- Hire does not include any consumables such as tea, coffee, milk, stationery, printing, photocopying etc.
- Tables are to be carried by two (2) people, chairs are to be moved with the trolley provided or carried two at a time, and **no furniture is to be dragged across the floor.**
- At the completion of the hire period, any equipment used by the hirer (e.g. tables, chairs, whiteboards, etc.) must be returned to its original position in a clean and tidy condition.
- At the completion of each hire period, chairs must be returned to their original location. Chairs must be stacked neatly against the walls, each stack to be no more than five (5) chairs high. For occupational health and safety reasons, no more than two (2) chairs should be carried by any person at any one time.
- Any damage caused by faulty electrical equipment brought into the Centre by the hirer must be paid for by the hirer.
- Any equipment brought into the Centre by the hirer is done so at the hirer's own risk. No responsibility will be accepted by the Centre for any loss, damage or theft of a hirer's equipment or effects even if permission to store on site has been given by the Centre.
- Under no circumstances must any cooking equipment (e.g. microwaves, barbeques, and toaster ovens) be used in any part of the Centre other than the kitchen.
- Smoke machines are not to be used in the Centre as they can trigger the fire alarm. Hirers responsible for fire brigade callouts will be charged for the cost.
- A cleaning fee will be charged if any cleaning tasks or moving of furniture is required to restore the area used to its previous condition. The minimum charge is \$25 + GST.
- No furniture is to be placed in front of Emergency EXIT DOORS.

## Public Liability Insurance

- Registered bodies and Associations must, at the time of making an Application to Hire, provide the Centre with evidence of Public Liability Insurance cover. Public Liability Insurance must be current for the date(s) of hire, and the amount of Public Liability Insurance cover must be no less than the industry standard prevailing at that time.
- Regular hirers, and those who charge fees, must at the request of the Centre provide evidence of Public Liability Insurance cover. Such Public Liability Insurance must be current for all hire periods.
- Gosford City Council does carry a Public Liability policy for casual hirers that are not a registered body or association (who hire the venue less than 6 times a year), to hold private functions, parties, public meetings etc. This cover will also extend to non-profit community groups up to 10 times per calendar year. A copy of this policy is available from Gosford City Council. However, it is preferable that casual hirers also maintain their own Public Liability Insurance.

## ACCESS AND SECURITY

- Priority of access to the Centre will always be given to community groups, with consideration given to groups using the Centre regularly.
- The Centre has the authority to deny access to a hirer where an activity is considered inappropriate for the building, for example:
  - an activity where access to common areas of the Centre would be obstructed;
  - an activity where control of the people present is beyond the capability of the hirer (such as a function where there are gate-crashers);
  - where there is violence or the threat of violence;
  - where damage to the premises occurs or is likely to occur;
  - an activity which may interfere with other users' quiet enjoyment of the Centre;
  - Applications for Birthday Parties for 14- 21 year olds will not be accepted.
- In the event that access has been denied, the applicant may apply in writing to the Board of Directors - Gosford/Narara Community Centre for further consideration. The decision of the Board will be final.

## Access Hours

- Access to the Centre will be between the following times:

Sunday – Thursday	9.00 am to 10.00 pm
Friday - Saturday	9.00 am to 12.00 am
- Access prior to 9.00am can be arranged with the Centre prior to the hire period. **SET UP:** The Hirer is allowed fifteen (15) minutes before a booking to set up its equipment and fifteen (15) minutes after for dismantling. Any further time required will be included



in the chargeable booking time.

- All amplified and/or loud noise must cease at 10.00pm Sunday to Thursday and 12.00 midnight Friday and Saturday.
- **Stereo/Music/Entertainment Systems:** please **turn down the base** on your machine so the neighbours don't hear the thump, thump.  
**\*Please note: if we receive complaints from neighbours about noise levels after these times, your Bond may not be returned.**
- Users are to depart in a quiet and orderly manner.

## Security/ Damage

- The cost of retrieving any losses, damage, breakages, or costs incurred for replacement of lost keys, will be deducted from the Bond. If such cost is greater than the amount of the Bond, an invoice will be issued to the hirer stating the date the damage or loss occurred, the nature and extent of the damage or loss, the action taken and the outstanding costs.
- Any charge incurred by the Centre in relation to security being called to attend the building as a result of windows and doors being left open or the alarm not being activated or activated incorrectly, will be passed on to the hirer.

## HIRERS - ITEMS TO BRING

Dear Hirers

In order to provide for your function/activity and to leave the room you use in a clean condition, you will need to bring the following items:

- Tea towels
- Plastic Garbage Bags
- Sponges or cloths
- Cleaning products: We provide dishwashing detergent and powder for the dishwasher, but no other cleaning products are provided. We recommend a surface cleaner and floor cleaner. Brooms, buckets and mops are provided.
- Your own supplies for tea & coffee. There is a wall-mounted urn with continuous hot water, but we do not supply tea, coffee, milk, sugar or biscuits.
- Serving trays - we have a few, but for functions you may need more.
- Sharp knives - unfortunately ours have disappeared over the years.
- First Aid supplies
- Smoke machines can set off the fire alarm, and are not permitted in the Centre.

- If you arrange for the hire of a juke box you will need to be at the Centre for its delivery at a time when no other hirers are in the room you've booked. You will also have to organise for it to be picked up when there are no other hirers are in that room. If it's not possible for the juke box to be picked up on the weekend, it must be done at 9amsharp on Monday morning. Any equipment left in the Centre after 9am on Monday will be moved onto the side verandah at your risk. Please check with Centre staff about suitable times for the delivery & pick up of equipment for your function.
- You will need to take your rubbish with you.

**WE APPRECIATE YOUR EFFORTS TO LEAVE THE ROOMS IN A CLEAN CONDITION FOR THE NEXT HIRER.**

(Unfortunately we will be obliged to charge you a cleaning fee if this is not done.)

## **CHECKLIST FOR HIRERS**

### **ClosingNararaCommunityCentre**

- **Casual and ALL out of office hours hire**—All hirers will be provided with a Simplified Closing Checklist at the time of application. At the conclusion of the hire the hirer must complete, date and sign the Checklist **before** leaving the premises. This is to be placed in the Letterbox Drawer located at the foyer reception desk or handed to a centre staff member if during office hours. If you have not received a Checklist these can be found in the display stand located in the kitchen.  
**Please read the comprehensive close-up procedures below to familiarise yourself with what is required.**
- Remove any decorations/notices you have placed in the room
- Wipe over tables and chairs
- Replace any furniture you have moved—tables are to be carried by two people; chairs are to be stacked no more than five (5) high; furniture is not to be dragged across floor surfaces.
- You will be charged a fee if staff have to move any furniture not replaced by your function.
- Wash and dry any crockery or cutlery you have used, and put away in its original place. Wipe benches and sinks.
- Remove any rubbish
- Sweep or mop the uncarpeted floor surfaces in the rooms you have used; tidy the area generally
- Ensure toilet areas are left clean and tidy
- You will be charged a fee if staff are obliged to clean up after your activity

- Turn hot water urn off at power point
- If fridge has been turned to coldest setting for your use, please turn it back down to midway before leaving
- Make sure lights and air conditioning are switched off. You will be charged an extra fee for electricity if lights, air conditioning or the hot water urn are left on.
- Lock door of the room you were using (if applicable)
- Close blinds and make sure all windows and all outside doors are securely closed. **External doors may look closed even when not properly secure. Please lean hard on the door to make sure the drop bar has engaged. If vandals enter the Centre through an unsecured door, you will be responsible for the cost of any loss/damage.**
- Switch off foyer lights
- Arm the alarm system (enter your 4-digit code then press the on key - a second light will appear and the touch pad will beep as you exit). If a patrol is sent out because the alarm isn't set, you will be charged for this.
- If the alarm goes off, please ring the number on the sign above the alarm panel. If you have entered an incorrect alarm code, and then corrected it, you need to tell the security company not to send out a patrol. If you haven't corrected the mistake, a patrol will need to come over to reset the alarm and you will be charged for the cost of this. If it's the fire alarm, it has to be manually turned off by the fire dept. The security company will contact the fire brigade and ask them to come & turn it off. They will also want to do a check to make sure there isn't a hidden fire somewhere. This cost will also be passed onto you. **Smoke machines are not allowed as they will trigger the fire alarm.**
- **Make sure the front door is key-locked before leaving the centre**
- If your activity is being held when there are no staff in the centre:

**If you are in the Craft Room or Hall we recommend that the front door is kept locked and your guests asked to enter via the door of the room you are using. If your activity is being held in the Meeting Room, please ensure someone is in the Reception area until all your guests have arrived, then lock the front door. If vandals access the Centre through an unlocked door during your activity, you will be responsible for the cost of any damage.**

We hope your function/event goes well. Thank you for choosing Narara Community Centre and look forward to further bookings with you.