



## **Gosford Narara Community Centre Room Hire Agreement 2022**



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## Schedule of Fees and Charges as at 1/1/2022

**Community Hire Rates:** (voluntary and not-for-profit groups)

**General Hire Rates:** (individuals, private business, councils, governments, political)

ALL

ROOM	COMMUNITY		GENERAL	
	DAY	EVENING (From 6pm)	DAY	EVENING (from 6pm)
Hall	\$24 per hour	\$42 per hour	\$30 per hour	\$55 per hour
Meeting Room	\$13 per hour	\$22 per hour	\$18 per hour	\$28 per hour
Youth/Craft Area	\$15 per hour	\$25 per hour	\$20 per hour	\$30 per hour
Kitchen Exclusive use	\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour

**CHARGES INCLUDE GST**

**BONDS :**

- <sup>1</sup>Community Bond**                      **\$ 160** - applies to regular hirers and casual hires outside of office hours and weekends
- <sup>2</sup>General Bond**                              **\$ 350** - applies to regular hirers and casual hirers outside of office hours and weekends
- <sup>3</sup>Major Functions/parties**              **\$600.00 (includes weddings, engagements and birthdays etc.)**

- <sup>1</sup> Community Bond refers to small community groups, voluntary and not-for-profit groups and children parties concluding before 4pm.
- <sup>2</sup> General Bond applies to individuals, private business, councils, governments and political events/functions (no alcohol).
- <sup>3</sup> If any of conditions outlined in this agreement aren't met – the Centre Manager reserves the right to close the venue and stop the party. No refund of hire fees will be made.
- All bond fees include key deposit and alarm code whether required or not.
- All hire rates includes shared use of kitchen.
- Negotiated special rates may be considered by application to the Manager. Full Day Hire price to be negotiated with the Manager
- Whole of centre hire is available weekends only from 1pm by negotiation with the manager.
- An extra bond of \$150 may be required if alcohol will be consumed at your function.
- PLEASE SEE PAYMENTS AND BONDS SECTION (page 6) for full payment conditions.

- We do not accept bookings for parties for 15 – 24 year olds.
- ID will be required for all Casual Hirers (refer to terms and conditions).
- Hire applications are at the discretion of the manager. Prices are subject to change.

**ROOM DESCRIPTIONS** may be found by visiting our website at [www.communitysos.com.au/venue-hire](http://www.communitysos.com.au/venue-hire)

**ADDITIONAL CHARGES**

- Security Call Out (e.g Alarm not turned on upon lock-up, other security related issues) - \$50
- Miscellaneous call –out (e.g – keys forgotten, keys locked in centre, other hirer at-fault problems etc) - \$60 per hour
- Air-conditioning or lights left on - \$50 for craft or meeting room; \$100 for the Hall.
- Excessive cleaning fee (minimum 2 Hours) - \$35 per hour.

**EQUIPMENT HIRE CHARGES:**

- Casual hire of Data Projector or TV/DVD - \$5 per hour or \$20 for full day (Centre business hours only)
- Microphone and speaker only available during business hours – Monday to Friday - \$5 per hour or \$25 for full day (Centre business hours only)
- Permanent hirers who require long term storage the fee per calendar month is \$10 for large cupboards, \$8 for medium and \$5 for small cupboards.
- BBQ - Flat burner gas BBQ on trolley (Note you will need to provide own gas bottle and all equipment). - \$50

**Room Hire Agreement**

Community Support & Outreach Services Central Coast (CommunitySOS) - Gosford Narara Community Centre (GNCC) aims to ensure equal accessibility to as many community groups and members as possible to ensure the Centre is utilised to it's maximum availability. We are guided by the needs of the community, the priorities of our funding bodies and by the requirements of Central Coast Council, the owner of the facility.

In the interest of the needs and interests of Centre users and our local residents, GNCC and the Hirer named in this **Room Hire Agreement** agree to abide by the following terms, conditions of hire, rules and responsibilities. If these are not met, the Centre Manager/CEO/Board of Directors has the authority to retrieve costs incurred and/or decline any current and/or future room hire to any hirer. activity or project.

**GENERAL CENTRE AND HIRE USE:**

- The Hirer will only use the venue for the purpose and activities outlined and approved in the Room Hire Application form. Failure to do so may result in Bond monies being retained.
- All Venue Hire Application forms must be accompanied by the hirers photo ID - showing current residential address. All hires must be in the hirers name.

- Hire includes access to kitchen facilities, including dishwasher, and use of basic cleaning materials.
- Due to WHS regulations, under NO circumstances are children permitted to be in the kitchen at any time whilst on the premises.
- Venue hire is restricted to the room or rooms booked. Any hirer found using a room they have not booked will incur the hire free for that room.
- Hire does not include any consumables such as tea, coffee, milk, stationary, printing, photocopying etc.
- All members and users of the Centre are to be treated with respect.
- GNCC reserves the right to vary regular bookings and will give no less than two weeks' notice to the Hirer.
- 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.
- Booking staff have the authority to deny any booking or access to a hirer where the activity is considered inappropriate, 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;
- The riding of BIKES, ROLLERBLADES, SKATEBOARDS OR SCOOTERS are not permitted in the building at any time.
- 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.
- NO LOUD NOISE is to occur after 10.00pm Sunday to Thursday and after 11.30pm on Friday and Saturday nights. (NOISE applies to loud and/or excessive sound which disturbs the residents in the surrounding area.) Friday and Saturday evening function hirers must ensure all music stops by 11.30pm and guests leave immediately after to reduce any noise to local residences after this time. This is a Central Coast Council and EPA requirement.  
**Stereo/Music/Entertainment Systems:** From 10.00pm, 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.
- Under no circumstances are streamers, balloons or other decorations to be attached to any fan, other cooling device, heating device or air intake/outlet.
- Users are to depart in a quiet and orderly manner.
- A First Aid kit is located on the fridge in the kitchen. Please record any accidents or incidents on the whiteboard in the hallway.

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## ALCOHOL and SMOKING

- You must state alcohol consumption when submitting your application for room hire. Any hirer allowing the consumption of alcohol without the Centre Co-ordinator/Manager's knowledge may have their bond refund revoked.
- If alcohol is consumed on the premises, it must be confined to the hired area. For the safety of your guests and other hirers it is recommended, where possible to avoid using glass bottles and glasses for beverages at functions. No alcohol is to be consumed in the car park or on the oval.
- No alcohol will be sold on the premises.

- Adherence to the Liquor Act 1982 Section 114(4) which states “a person shall not give or sell alcohol to a person under 18 years” is required. Secondary supply laws apply to all people who use the facility, both hirer and guests. For further information contact the Licensing Police on 4323 5599.
  - RSA trained, licensed and insured security guards may be required at your function. Current Gosford City Council requirements advise 1 security guard per 50 guests.
  - NO SMOKING is permitted in the Community Centre or within 10 metres from the facility. Please extinguish and dispose the butts responsibly in the Community Centre’s red bin in the backyard.
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## **ACCESS AND SECURITY**

- Casual hirers will be given a one –off alarm code to be used on the day of their function. Permanent hirers will be given an exclusive code to be used for their regular bookings.
  - When a hirer is using the building out of hours, they are responsible for ensuring the security of the building. Please ensure all windows and exit doors are locked and fire exit doors are securely in place. Please lock the front door after your group members have entered.
  - Access should be strictly limited to the members of the group. Do not allow anyone else to enter the building. (e.g. to go to the toilet). Any outside opening doors must not be left unattended.
  - For evening functions it is recommended that ALL exterior doors and hall main doors REMAIN CLOSED once all guests have arrived or you employ the services of a security guard. This is to discourage uninvited visitors and to minimise noise. Any damage caused by uninvited guests will also become the responsibility of the hirer and retrieval costs will for any damages incurred will fall on the hirer.
  - Access by participants should be by the outside opening doors of the room/s hired where possible. The key holder should enter the building by the front door entry, deactivate the alarm and then lock that door.
  - Any charge incurred by the Centre in relation to security being called to attend the building as a result of windows or doors being left open or the alarm not being activated or activated incorrectly, will be passed on to the hirer.
  - 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.
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## **FLOORS, FURNITURE AND EQUIPMENT**

- All property and equipment belonging to GNNC and other centre users/hirers are to be cared for in the appropriate manner.
- Carpets or mats must be placed under any heavy musical equipment to protect the timber floors.
- No furniture or equipment is to obstruct Emergency EXIT DOORS.
- Tables and chairs are to be **lifted – not dragged** – into place. No standing on tables are allowed. Please ensure the tables are locked into place when erected.

- Any breakages or damage must be paid for by the hirer – this will be deducted from your bond – at the discretion of the Centre Manager. If any damage occurs beyond the amount of the Bond, the hirer accepts responsibility for the cost of any repairs.
  - 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 be used in any part of the Centre other than the kitchen. BBQ's are to be used outdoors in the backyard or the balcony and must be supervised at all times.
  - 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 9am sharp 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.
  - All Centre equipment, including chairs and tables must be returned to their original positions and as shown in room layout diagrams.
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## CLEANING

- Hirers will be supplied with a Simplified Cleaning Checklist when collecting keys to assist with end of function clean-up. If you did not receive one, extra copies may be found in the top drawer of the brown cabinet located in the Reception area and also on the kitchen bench. Please complete the form sign and place in the bottom drawer of the brown cabinet located in the Reception area or alternately they can be scanned and emailed to [roomhire@communitysos.com.au](mailto:roomhire@communitysos.com.au)
- 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.**
- Please ensure the room is left completely clean as we often have groups using the rooms consecutively. Due to our timber floor surface, all spills should be wiped up using warm water and white vinegar. This has been placed in our centre kitchen for your convenience, in the cupboard under the kitchen sink.
- The toilets should also be checked for general tidiness during your function.
- 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.
- All rubbish generated by the hirer must be removed from the premises and the adjoining areas. Our rubbish bins are for the use of Centre staff and permanent hirers only.
- Existing notices, posters or displays must not be touched or covered unless prior written permission is given by the Centre. Any attachments to walls must be made with blutack, not tape and removed at the end of your hire.
- **Failure to leave the premises in a clean and tidy condition will incur additional cleaning fees and be deducted from the hirer's bond.**
- Please ensure all lights, electrical equipment such as cooking equipment, fans and air-conditioners are turned off or additional charges will apply.

## **PUBLIC LIABILITY INSURANCE and PROOF OF NOT-FOR-PROFIT**

- Hirers are required to provide evidence upon request of Public Liability Insurance to the value of \$20 million. This requirement may be waived for family functions or small non-incorporated groups at the discretion of the Centre Manager/CEO.
- Businesses, Registered bodies and Associations must, at the time of making an Application to Hire, provide the Centre with evidence of Public Liability Insurance cover to the value of \$20 million. 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.
- Not-for Profit groups must provide proof of registration to be given the community rate of hire. Small non-incorporated groups will be granted the community rate at the discretion of the Centre Manager.

## **PAYMENTS AND BONDS**

- There are two types of room hire rates - **General** and **Community** and three different bonds - **General, Community and Major Functions/Party**.
- The Manager has the authority to decide which rate applies for each hiring application. In the event of a dispute, the group or individual may apply in writing to the Board. The decision of the Board will be final.
- The booking is not confirmed until receipt of a completed Application Form, and payment of bond. Applications can be made via our website [www.communitysos.com.au/venue-hire](http://www.communitysos.com.au/venue-hire)
- Payments can be made in cash, EFT or by EFTPOS. A 1.95% fee applies to EFTPOS payments. Please see Bank payment details below.
- 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 the date of booking, and hire fee must be paid 14 days prior to the date of hire unless by special arrangement with the Centre Manager.
- For regular hirers the bond must be paid in full at least seven (7) days following the date of booking. Hire fee payments will be invoiced monthly in advanced and must be paid within (14) days of being invoiced. Hirers in arrears are liable to have their agreements reviewed.
- Cancellations made with more than 14 days notice prior to hire date will receive a full refund. 7 - 14 days notice will forfeit 50% of the hire fee. Less than 7 days notice will result in the Hirer forfeiting the full hire fee for the room/space.
- Please allow up to 14 days for refund of Bond payments. Ensure you provide your banking details at time of application. Please contact the Centre if you have not received your bond payment within this timeframe.

## **GOSFORD NARARA COMMUNITY CENTRE BANKING DETAILS**

<p><b>ALL PAYMENTS to be made to:</b></p> <p>Account name: Gosford City Community &amp; Information Services Ltd</p> <p><b>BSB: 032-669 Account No: 148898</b></p> <p>Bank: Westpac</p>	<p><b>Please put your surname or company name and invoice number as the REFERENCE on all payments</b></p>
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# Appendix A – COVID-19 - Additional Conditions of Hire

Effective from 1 July 2020 until further notice

In response to the recent Government announcement regarding the easing of several COVID19 restrictions, community centres and halls, and as per instruction from Central Coast Council, the following COVID safety practices have been put in place for the safety of all users of the Narara Community Centre, including staff and volunteers of Community SOS Central Coast who manage the facility.

## **Maximum Room Capacity (if and when restrictions are in place by the NSW Government):**

### **At 4m<sup>2</sup> per person:**

- Hall – 50 people
- Craft Room – 12 people
- Meeting Room – 8 people

### **At 2m<sup>2</sup> per person:**

- Hall - 100 people
- Craft Room - 24 people
- Meeting Room - 15 people

**Hirers are not to add or remove the allocated chairs or tables from any of the rooms.**

## **Covid-19 Requirements**

- All Public Health Orders in place at the time of your booking (if applicable) must be adhered to. If you are unsure please ask the Centre Co-ordinator or Manager.
- Any hall or meeting space that is used by multi-user groups will now have your booking distanced by half an hour apart. This is to allow you additional free time for cleaning after your booking (very important) and leaving the facility before the next group arrives. This may also change your booking time slightly.
- We ask you and your group members be courteous to any user group on-site, and always to respect social distancing.
- **Hirers accept responsibility for:**
  - Ensuring that no person showing symptoms is allowed access to the facility.
  - Ensuring every client/customer/attendee uses hand sanitiser on arrival.
  - Compliance with all relevant legislation and accept it is their responsibility to ensure that they know what that is.
  - Maintaining records of attendees/clients.
  - Ensuring that the maximum number of people does not exceed the capacity restrictions (if applicable) including in foyers, kitchens, bathrooms.
  - To notify us if any member of their group is diagnosed positive to Covid-19
  - Cleaning all furniture after use, including kitchen and bathroom facilities.
  - Disposing of all rubbish into the outside bins and replace bin liners
- Ensuring that all kitchen cutlery and crockery is washed in the dishwasher and not by hand.



- Any hirer found to be breaching the agreement could lose the right to continue with their room hire bookings.
- Any hirer who is not willing to take on the cleaning conditions, or who fails to comply, will be charged the full cost of any additional cleaning plus 10% administration charge

### **Sanitisation and Cleaning**

- Cleaning – The Centre has professional scheduled cleaning. The scheduled cleaning does not include cleaning between each booking. Therefore, it is the user group's responsibility to clean the facility after your booking time – as per conditions of hire. The additional time allowance of 30 minutes as stated above will not be charged to the user group.
- Whilst hirers are always required to bring their own cleaning products Community SOS will be providing some supplies during this time. These include:
  - Wall mounted hand sanitisers in each room and in the foyer
  - A spray sanitiser/disinfectant caddy in each bathroom, kitchen, craft room and meeting room. (Hall hirers to use the Kitchen supply) that can be sprayed on surfaces after use, paper towels may be used to wipe down afterwards. Hirers will need to provide their own gloves.
  - Mops, buckets and disinfectant solutions
  - Dishwashing tablets in kitchen
- The NSW Health recommended cleaning regime is to firstly wash with a hot water detergent solution and then use sanitiser/disinfectant afterwards. We request that after each hire all surfaces and fittings, such as tables, benches, door handles, light switches, taps and toilet seats, are wiped down with a detergent solution or wipes and then sprayed with sanitiser.

### **All rooms must be locked after use**

We thank you for your understanding and co-operation. We are looking forward to working with our user groups as we re-open and continue to operate the Narara Community Centre for the community.

- All Hirers accept responsibility and accountability to adhere to the conditions set out in this document.
- Each Hirer is responsible at all times for the safe evacuation of all members of their group.
- Thank you for choosing the Gosford Narara Community Centre as a venue. We wish you a fun and successful function/s. Please contact Centre staff on 4329 4477 or out of hours call Vivian on 0431 641 003 if you require any further assistance.

Yours sincerely,

Vivian Muraahi  
Centre Manager/CEO

**Agreement**

As the hirer, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Terms and Conditions of Venue Hire. I also agree to indemnify Narara Community Centre, its staff, volunteers and Board members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees and any persons under its control or responsibility in connection with the usage of Narara Community Centre's facilities. I am aware that I must complete and sign a ROOM HIRE CLEANING CHECKLIST before leaving the Centre. **Please note, you will be required to put the number of people attending your function on the room hire checklist when completing it.**

I have read and agree with the Conditions of Hire as outlined above.

**Hirer Name .....** **Hirer Signature .....**

**Name of Group or group activity .....**

**Date .....**