



# Newtown Neighbourhood Centre Incorporated

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## Conditions of Use of Room Hire

### INTRODUCTION

For the past 23 years Newtown Neighbourhood Centre (NNC) has been pleased to be able to offer the use of our community facilities to local community groups, individuals and organisations. Our facilities include a large hall suitable for large film screenings or meetings, community meeting rooms and multi-purpose spaces suitable for meetings, workshops and performance rehearsal. We aim to assist the work of local community groups and also the creative life of the local community by providing these facilities at affordable rates.

As you can understand the upkeep of our meeting and hall facilities is an ongoing concern and so we ask all our hirers to assist us in keeping our community use facilities clean, tidy and in good order. We also have specific responsibilities, including those related to health and safety, to uphold in relation to the hiring of public facilities. We need your assistance as hirers to meet these responsibilities and as such all room hire is subject to the following conditions.

While we know that most people hiring our facilities will use the centre appropriately, in certain circumstances we reserve the right to refuse any application or to cancel any hire with reasonable notice. Any money held by the Centre will be refunded in this case. NNC shall not be liable in any way for any loss, damage or otherwise in consequence of the exercise of this right.

### PERIOD OF HIRE

Please note that when Newtown Neighbourhood Centre grants the right to hire it is restricted to the specified space/s, for the purpose indicated and refers to the confirmed date/s and times only.

The period of hire includes time to set up the room for use and to clean and order the room after the hire event. Please make sure that you have finished cleaning up before the next hirer is due to use the room. Where the use of the room extends beyond the specified period of hire, the hirer will be charged for the additional use, this may come out of your bond.

On Friday – Saturday nights, functions in our rooms must be finished by 12am and the space cleaned and vacated by 1am.

All functions held on Sunday – Thursday nights are to finish by 11pm and the space cleaned and vacated by 12am.

### AMPLIFIED SOUND

All amplified music is to cease at 12pm on weekends (Friday and Saturday nights) and 11pm on weeknights (Sunday to Thursday).

## CAPACITY OF ROOMS

The capacity of each room in the Centre is as follows.

| <b>Room</b>           | <b>Capacity</b>            |
|-----------------------|----------------------------|
| Main Hall             | 170 standing<br>150 seated |
| Upstairs<br>(Rainbow) | 60                         |
| Meeting               | 25                         |

These figures are the maximum capacity for each space. To ensure your safety and that of your guests/clients, you **MUST NOT EXCEED** these limits.

Tables and chairs in rooms **must remain in the room. They are not to be placed outside in hallways as this poses a safety hazard to other Centre users.**

If any equipment owned by NNC goes missing during/or as a result of your period of hire you may be charged a replacement fee.

## PAYMENT

Payment for hire including bonds must be made in full prior to use of the hired space.

Payment can be made between 10am – 5pm Mon – Fri at the front counter of the Newtown Neighbourhood Centre, or via cheque or money order through the mail or via direct deposit. Please send all mail payments to PO Box 19 Newtown NSW 2042. For details regarding direct deposit payments please contact the administrator on 9516 4755 or via email at [admin@newtowncentre.org](mailto:admin@newtowncentre.org). When paying by direct deposit please ensure that your deposit clearly identifies the payment as yours and please send a copy of the deposit slip to PO Box 19 Newtown NSW 2042 or email us with the details.

## CANCELLATION

Newtown Neighbourhood Centre Inc (NNC) reserves the right to refuse any application or to cancel any hire with reasonable notice. Any money held by the Centre will be refunded in this case.

## CANCELLATION CHARGES

### Casual hirers

If you need to cancel your booking please give us one weeks notice. Unfortunately cancellations without a weeks notice will incur a fee of 50% of the hire fee.

### Regular hirers

If you are a regular hirer you need to give us **two weeks notice** if you need to cancel a booking, otherwise you will be charged for the booking.

**Please remember it is the hirer's responsibility to inform NNC Inc. of any changes of contact details of the hirer using the Centre.**

## OTHER CHARGES/BONDS

A key deposit of \$50 is to be lodged with NNC, which will be refunded once the key has been returned, and all monies paid.

A cleaning bond of \$200 is to be lodged with NNC for social and fundraising activities. This will be returned in full **provided the space is left in a clean and tidy condition and all monies have been paid.**

## **RESPONSIBLE PERSON**

Before the function is held at the Newtown Neighbourhood Centre, the person responsible for the hire of the space or otherwise responsible for running the function must:

- Make themselves aware of the Newtown Neighbourhood Centre Safety protocol
- Notify all people in attendance of fire exits and evacuation points
- Ensure that they have access to a mobile phone for emergency calls
- Acknowledge their responsibility to maintain and preserve good order during the period of their hire

**Please remember to inform us immediately of any changes of contact details.**

## **NOTIFICATION OF ACCIDENT OR INJURY**

Should there be an accident or injury arising through the hirer's use, the hirer must inform NNC in writing within seven (7) days of the incident. Also please refer to the "Reporting an Incident" form.

## **EXITS**

**Please take care to ensure that all exits are kept clear and useable without hindrance.**

**Please DO NOT use/or allow your group attendees to use emergency exits unless there is an emergency.**

## **TAKING CARE OF THE CENTRE**

In order to keep our Centre's rooms and facilities in good condition for all hirers please take care not to use adhesives on the walls and to remove any decorations you may have hung for your event. Similarly please do not use nails and screws to put up posters or any other decorations. If you need to fix things to the walls or elsewhere please use blue-tack.

Please take care to promote our Centre positively in all publicity material for your event. Make sure that the information in publicity material is in line with the 'Conditions of Use' for the centre. Finally, please leave the room/s you hire, toilets, kitchenette and common areas clean and tidy and ready for use by the next hirer. All rubbish and debris caused by room hirers **must be removed**.

**Please DO NOT leave your rubbish in Alton Lane (behind Centre) or in the Council bins outside the centre.**

The hirer is responsible for making good any damage caused to the building ensuing out of the hire.

If any equipment owned by NNC goes missing or is damaged during/or as a result of your period of hire you may be charged a replacement fee.

The Centre cannot take any responsibility for equipment or other material brought onto the premises belonging to the hirer or any person attending the function.

Please note that we do not provide storage for any equipment or other material brought onto the premises and therefore request that you do not leave anything on our premises. Any items left behind may be discarded.

Please ensure that doors to all bathrooms, kitchens and unattended areas remain closed at all times. DO NOT prop doors open.

Please close the front doors once all person/s attending your event/meeting have arrived.

## LOCKING UP CHECK LIST

If you are hiring the **Meeting Room** please make sure that the following doors are locked and lights switched off:

|  |  |
|--|--|
| Door leading to toilet area in Meeting Room  |  |
| Meeting Room doors   |  |
| Toilet door (lock it shut)   |  |
| Glass door leading into foyer  |  |
| Main entrance door to Centre   |  |
| Exit door to back lane (near kitchen) – <b>this should only be used for emergencies</b> – please ensure that this is properly closed |  |
| Lock metal gates and security shutter (wheelchair access) to Australia Street.   |  |
| Security shutter at entrance leading to Australia Street   |  |
| Lights in toilet, hallways, room lights and foyer lights.  |  |

If you are hiring the **Hall and Upstairs Room** please make sure the following doors are locked and lights switched off:

|   |  |
|---|--|
| Kitchen door  |  |
| Toilet door   |  |
| All fire exits leading from hall  |  |
| Glass doors leading into hall (2 locks, the bolt on door and the one requiring the key to lock) |  |
| Main entrance door to Centre  |  |
| Lights in kitchen, toilet, front stairway leading to hall/room and hall/room lights             |  |

## INSURANCE

All groups using our premises must have current public liability insurance (\$10,000,000). A copy of the 'current certificate of insurance', detailing the name of the insurer, the period of cover and the policy number must be lodged with us **before** using our premises.

### **Remember – NO INSURANCE NO ROOM HIRE**

The hirer shall do nothing, which will or is likely to prejudice or render void NNC's insurance policies.

## BARBECUING

Barbecuing is not permitted whether by portable or other equipment on the premises.

## FIRE & PYROTECHNICS

The use of fireworks, smoke machines, other incendiary devices or any open flames is strictly prohibited anywhere inside Newtown Neighbourhood Centre. This applies to any performances, displays or cooking of food.

## SMOKING

There is to be **no smoking** in the Centre.

No smoking is permitted in any Council building under the *Smoke Free Environment Act 2000*

## ALCOHOL

Sale of alcoholic beverages is only allowed when approvals and licences have been obtained from the Police Department and Courts.

Proof of such approvals must be provided to the Executive Officer prior to the engagement.

When alcohol is sold, a licensed security guard must be present.

Under no circumstances shall alcohol be brought into the hall in kegs or similar bulk containers.

Please contact the Licensing Court of NSW on 02 9995 0894 at least twenty-eight (28) days prior to the event.

### **FILM SCREENINGS**

If the room hirer is charging an entrance fee or donation for the screening of a film, Newtown Neighbourhood Centre requires evidence that the proper copyright permissions are in place.

### **THIRD PARTY RIGHTS**

The room hirer warrants that the activities for which the hall is hired do not infringe the rights, including copyright, of any third party.

If Newtown Neighbourhood Centre Inc. becomes aware of any potential infringement of a third party's rights deriving from this booking, the booking will be cancelled.

The hirer will indemnify Newtown Neighbourhood Centre Inc. for any claims made by a third party for infringing their rights, including copyright.

### **INDEMNITY**

PLEASE NOTE: The hirer should ensure they hold a current broadform public liability policy in respect of the activity they propose to carry out at Newtown Neighbourhood Centre.

**If you do not have access to insurance cover then you should seek advice before proceeding with your application regarding the indemnity you are giving in favour of Newtown Neighbourhood Centre Inc.**

The hirer hereby agrees to indemnify and keep indemnified, Newtown Neighbourhood Centre from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to any property occurring during the course of the subject event and acknowledges that Newtown Neighbourhood Centre shall be under no responsibility or liability for any personal injury or damage to any property occurring during the course of or as a consequence of the hiring.

The hirer acknowledges that if any of the NNC Inc. procedures are breached it will jeopardise my/our access to the NNC Inc. facilities in the future.