

PARRAMATTA



Conditions of Room Hire

Policy 244

346A Church Street Parramatta NSW 2150
(beside historic Lennox Bridge)

P O Box 32 Parramatta NSW 2124

T 02 8839 3311

F 02 8839 3301

This policy is to be reviewed annually.

PARRAMATTA
CITY COUNCIL

1.Group Classification:

Community Groups

For a group to receive Community Rates they must be:

- 1) A non-profit making community organisation. This organisation should on request present it's constitution which should indicate –
 - a) That the office bearers are elected at an annual general meeting. This meeting should be open to all members of the public.
 - b) Reflect that the organisation is established to meet the Cultural, social or Recreational benefit of the community.
- 2) A school
- 3) A Church
- 4) A registered charitable organisation

Any group that can not satisfy the above criteria will be charged Commercial Rates.

All hirers must be 18years of age or over.

2. Refused or Cancelled Bookings

Council expressly reserves the right to refuse to accept a Booking.

Council may cancel any booking with one month's notice. If deemed necessary Council may effect an immediate cancellation of any booking.

Council reserves the right to transfer any bookings if a facility is required for a public or Council function.

The Council will not be liable for any loss or damage in consequence of the exercising of this right.

In these circumstances, Council may refund any portion of fees already paid if a refund is warranted.

3. Cancellation of Bookings

All cancellations must be received in writing.

If less than fourteen (14) days notice is given of a cancellation of a full session booking, 50% of the security bond will be retained. If a security bond has not been paid the hiring charges will not be refunded.

If less than fourteen (14) days notice is given of a cancellation of a partial session booking, the original booking times will be fully charged for.

4. Access to the Centre

Normal opening hours of the centre are 9am to 5pm seven days per week excluding public holidays.

Set up and pack up is the responsibility of the hirer and must be included as part of the booked period and to ensure access by the hirer or the hirer's attendants at the required time.

Persons arriving prior to the booked time may be refused access to the Centre and its facilities until the booked period and / or arrival of the hirer, hirer's attendant or the appropriate council staff.

5. Vacation of premises

The hirer will be responsible for ensuring that the Centre is vacated by the scheduled time. If the Centre is not vacated by the scheduled time, a surcharge will apply. The hirer will be charged an additional 3 hour fee.

The hirer will be responsible for the behaviour and the quiet departure of guests from the Centre.

6. Conduct

The hirer is responsible for the conduct of each and every person in attendance at function / meeting and for the maintenance and preservation of goodwill generally. Should it become necessary for the hirer to leave the facility during the function / meeting he or she must nominate a responsible person to act on his or her behalf.

Children must be supervised at all times by responsible adults at the appropriate adult to child ratio.

Council will not permit or suffer anything to be done in the Parramatta Heritage Centre, or its vicinity that is disorderly or offensive or contravenes Parramatta City Council's codes or policies.

7. Attendants

The promoters of public functions are required to provide at least one adult attendant per 50 persons attending. The attendants must be capable of maintaining order at the function.

8. Liability for personal injury and/or damage to property

The hirer will indemnify Parramatta City Council for all loss of, or damage to property of Parramatta City Council. The hirer will also indemnify Council from and against any claim, demand, action, suit or proceedings that may be made or brought against the City Council or its employees in respect of personal injury, or death of any person or loss of or damage to property whatsoever arising out of, or as a consequence of, the hirer's use of the premises.

9. Insurance

All sales, exhibitions, public meetings and any other activity deemed necessary will be required to hold a public liability Insurance policy for not less than \$10 million (\$10,000,000.00). This policy must be shown prior to the function. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.

10. Smoking

Smoking is not permitted within the Parramatta Heritage & Visitor Information Centre.

11. Advertising Functions

The hirer or promoter shall not advertise any function within the City in a manner that contravenes Council's sign code.

No banners or signage is to be placed on the building. Permission to place any internal signage must be sought in advance of the function.

12. Decorations

The erection of streamers, flags, bunting or other decorations, or the erection or placing of structures in the Centre may only be carried out with the approval and under the supervision of the Council.

Candles or any open flames will not be permitted within the Centre.

The hirer must remove all decorations or structures. The hirer will be responsible for any costs associated with any damage to Council property caused by the placement or removal of decoration.

13. Condition of the Facility

The hirer must leave the building in a clean condition and all goods and materials etc brought in by the hirer must be removed from the premises no later than the end of the booking.

All furniture and equipment must be returned to its original location. The kitchen is to be left in a clean and tidy state and all crockery and cutlery must be thoroughly washed and returned to cupboards, etc. An automatic dishwasher is available in the Kitchenette.

Blinds in the Seminar Room and Theatrette are operated manually using the pulley cords. Under no circumstances should the blinds be pushed up or pulled down by the lower part of the blind. When lowering or raising the blinds all obstacles must be removed from the windows so that the curtains do not catch on them.

The curtains in the Theatrette are part of the automated screening system and under no circumstances should these be operated manually.

The entrance doors of the Centre are closed to the public before 9am and after 5pm. They are fully automated.

The hirer will be responsible for the full cost of repair due to misuse of any Council equipment and fittings.

14. Removal of garbage

Removal of garbage is included in the hiring fee, provided garbage is left in the bins provided, or tied plastic bags ready for collection. No loose garbage or litter is to be left in the facility. Cardboard cartons should be flattened for recycling

15. Volatile / inflammable materials

Bringing or using volatile/inflammable material of any type into or within the Centre is expressly prohibited. The use of Barbeques, candles or any other open flame object is prohibited.

16. Electrical, Lighting and Sound Equipment

There must be no connection of or interference with the electrical installation, lighting affects, sound system, spotlights or any other electrical property without the written permission of the facility manager. Spotlights must not be changed or moved.

17. Loss or Damage

The hirer is responsible for the cost of making good any damage caused to buildings, floor, furniture or fittings arising out of, and in the course of, the function or meeting. Reasonable wear and tear excepted. Water marks or stain on the carpets or other floor coverings will result in partial or complete loss of security bond.

The Council is not responsible for the loss or damage to any property belonging to either the hirer or any person attending the function or meeting.

Any damage caused to Council property will be restored by the Council and the cost of such repairs or replacements will be charged to the hirer. The Council retains the right to determine the cost of any damage or cleaning required and to retain this amount from the security bond. The security bond less any deduction shall be refunded to the hirer within twenty-eight (28) days. Where damage exceeds the amount of the security deposit, the hirer will be charged the balance.

18. Direction from Council officers

The hirer agrees to act in accordance with Council officers as directed.

Council reserves the right to require a Council Officer to be in attendance at functions where deemed necessary. An hourly fee will be charged to the hirer accordingly.

19. Alcohol

No spirits or other alcoholic liquor will be permitted in the Centre and its surrounds without prior consent from the Police Department.

If alcoholic liquor is to be consumed, the hirer is responsible for obtaining a liquor license from the licensing Sergeant at the Parramatta police Station.

20. Food and Drink

Food and drink must be contained to the Seminar Room and Riverview Lounge and are not permitted in the exhibition spaces, local studies library or foyer entrance.

21. Parking

There are no parking facilities associated with the Centre.

22. Footpaths and curtilage

The hirer shall not use the road or footpaths adjacent to the Centre to carry out any activity either directly or indirectly associated with the hiring of the Centre.

23. Storage of items

No storage facilities can be provided and regular users are required to take all belongings with them after each booking. Council will not assume any responsibility for any such belongings left on the premises.

The hirer shall not use the address of the Heritage Centre for receiving mail except by prior arrangement with Council.

24. Noise

The Parramatta Heritage Centre is located within a residential development. The level of noise within the Centre is not to exceed normal background noise level when measured at any residential property.

A breach of this condition may result in an on the spot fine of \$200.00 under the 1989 Environmental Offences and Penalties Act.

25. Sales and exhibitions

- i. Spruiking is prohibited.
- ii. The placing of advertising signs on the Heritage Centre is prohibited.
- iii. The set up of the facility is to be in accordance with Council Fire regulations. Fire exits are to be kept clear at all times.
- iv. Any damage to the facility or its fittings or equipment are to be paid for in full by the hirer.
- v. Amplified sound is not permitted outside the Centre.
- vi. Leaflet distribution is strictly prohibited unless authorised by the Facilities manager.



PARRAMATTA

HERITAGE CENTRE

VISITOR INFORMATION

346A Church Street Parramatta NSW 2150
Email: discoverparramatta@parracity.nsw.gov.au
Website: www.parracity.nsw.gov.au

Parramatta City Council Public Halls Hire Agreement

1. Council reserves the right to change the hiring fees at any time. The hirer will be given one month's notice of such changes during the currency of the agreement.
2. The hirer will indemnify Parramatta City Council for all loss of or damage to property of the Council and from and against any claim, demand, action, suit or proceedings that may be made or brought against Parramatta City Council or its employees in respect of personal injury to, or death of, any person or loss of, or damage to, property whatsoever arising out of, or as a consequence of the hirers use of the premises.
3. The hirer's signature to this application indicates his/her agreement (and that of the organisation he/she represents) to be jointly and severally liable for any damage sustained during the hours of hiring to the premises, facilities and surrounds whether inflicted by members, guests or uninvited persons.
4. Upon acceptance of this application the hirer undertakes to pay the relevant amounts applicable to the hire.
5. To confirm the booking the hirer is required to forward payment of the Security Bond together with this signed agreement. Upon receipt of the same Council will forward an invoice for the rental due which must be paid twenty-one (21) days prior to the date of the booking. Failure to pay within this time may result in the cancellation of the booking and 50% of the Security bond will be retained.
6. Should the hirer cancel the booking with less than fourteen (14) days notice, 50% of the bond will be retained.
7. Council retains the right to determine the cost of any damage and/or extra cleaning necessary over and above that normally expected following a meeting/function and to retain all or part of the damage deposit bond to meet such costs if necessary.
8. Failure to comply with the requirements set out in this document will be regarded as a breach of the agreement giving Council the right to sue for recovery of any amount due in respect of such breach and/or to cancel any future bookings.

On behalf of

Signed by:
(name in full)

.....
Signature

Date:.....