

Hawkesbury City Council

Hawkesbury Regional Museum

8 Baker Street (PO Box 146) Windsor NSW 2756 DX 8601 Windsor
Phone: (02) 4560 4440 Fax: (02) 4587 7740 Email: council@hawkesbury.nsw.gov.au



2016/17 Museum Booking Application Form

4 Baker Street, Windsor

July 2016 - June 2017

AGREEMENT

- Please retain **pages 1-4** for your records and **DO NOT RETURN**.
- **Pages 5-7** are to be **COMPLETED AND RETURNED**.

RETURN TO

Post: PO Box 146 Windsor NSW 2756

Fax: (02) 4587 7740

Email: council@hawkesbury.nsw.gov.au (subject **Attention: Museum Director**)

For enquiries phone: (02) 4560 4440

AVAILABILITY

The Museum is available for hire between the hours of:

- Monday - Sunday 9am - midnight
- Rooms are not available on Public Holidays
- For safety reasons maximum room capacity must not be exceeded

VENUE INFORMATION

1. Museum Space - Hugh Williams Room/Foyer

- 1.1 Type of event and event numbers are strictly determined by the Museum operations at the time of the event.
- 1.2 Bookings are not confirmed until a quote has been provided to and accepted by the hirer in writing.
- 1.3 Approximate capacity 35 people seated theatre style maximum for lecture/short seated function.
- 1.4 Suitable as a venue for cocktail parties, small launch functions, etc. referred to here as an event.
- 1.5 Seating for 40 available.
- 1.6 Data projector, laptop and DVD player are available subject to use in exhibition on display at time of event.

2. Howe House/Museum Grounds

- 2.1 Approximate capacity 85 people maximum for cocktail style event (standing only).
- 2.2 Approximate capacity 50 people maximum seated (external seating only).
- 2.3 Tables for 50 available.

3. Kitchen

- 3.1 All Museum hirers have access to the kitchen located in the Museum. The kitchen, however, is very limited in space and capacity, with room for 2 persons maximum for basic food preparation. (This kitchen does not contain an oven).
- 3.2 The following is supplied: cups (25), saucers (25), small plates (25); teaspoons, water jugs (2), small trays (4), bar fridge, instant hot water, hot water jugs (4), microwave, vacuum cleaner, washing up liquid, paper towel.
- 3.3 Groups need to supply all other items, including tea towels, and any consumables.

CONDITIONS OF HIRE - GENERAL

4. Disability Access

- 4.1 The Museum is located at ground level and has flat access via moderately sloping paths on both the Baker Street and Thompson Square sides.
- 4.2 Howe House has restricted access. Mobility ramps are available to access the street level frontage and rear door areas of Howe House. However there is no access to the upstairs or basement areas.

5. Parking

- 5.1 The Museum does not have any designated public parking.
- 5.2 Free parking is available in the adjacent Council car park and in nearby streets. Note that time restrictions apply. Please read parking restriction signs carefully.
- 5.3 Museum staff are not responsible for any Parking Infringement Notices received by visitors / participants associated with the function / event.
- 5.4 Council's Parking Officers may patrol the subject area between the following times: 8.30am - 5pm Monday – Friday and 8.30am - 12 noon Saturday.

6. General

- 6.1 Applications for bookings will be confirmed by email or letter.
- 6.2 Council reserves the right to accept or refuse any applications for hire.
- 6.3 The hirer must be at least 18 year of age - proof of age may be required.
- 6.4 The hirer will only use the venue for the purposes shown and for the period stated on the application form.
- 6.5 All booking times are to be strictly observed.
- 6.6 Only the specific room/s booked will be used.
- 6.7 The hirer supplies all consumables.

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CONDITIONS OF HIRE - GENERAL

7. Payment of bond and hire fee

- 7.1 The bond must be paid ten (10) days before using the room/s.
- 7.2 Payment can be made by cheque, cash or EFTPOS. Cheques are to be made payable to "Hawkesbury City Council".
- 7.3 Access to the venue will not be permitted unless all charges are paid in full.
- 7.4 Retain the receipt of payment as proof of hire and to claim a refund of bond.

8. Refund of bond

- 8.1 Bonds are returned in full, on the condition that:
 - a) The Museum space and all of its contents are undamaged;
 - b) No room contents are missing;
 - c) Furniture and equipment is left in as-found location;
 - d) No additional cleaning costs are caused by the Museum space hirer;
 - e) No Council staff after-hours or security company call-outs have been caused by the room hirer (See page 4. for fees and charges).

9. Cancellations

- 9.1 Please inform Museum Director of cancellations as soon as possible.

CONDITIONS OF HIRE - REGULATORY

10. Alcoholic beverages

- 10.1 If alcohol is being sold at a function, or served at a function where there is an entry fee, relevant licences must be obtained and conditions met. For more information, contact the Licensing Sergeant at Windsor Police Station on phone (02) 4587 4099. Application forms are available at Windsor Court House from Monday to Friday. You can also check current requirements on the NSW Office of Liquor, Gaming and Racing website www.olgr.nsw.gov.au.
- 10.2 If alcohol is being served on a complimentary basis at a function a Permission to Take Alcohol into a Public Hall form must be collected from the Licensing Sergeant at Windsor Police Station.
- 10.3 Licensees and people serving alcohol (free or for sale) at a function are required to hold a Responsible Service of Alcohol Certificate.
- 10.4 The hirer must ensure that liquor is not supplied to persons under 18 years of age.
- 10.5 Hirers should allow adequate time to acquire licences or training prior to the booking.

11. Smoking

- 11.1 Smoking is prohibited in all areas of Council buildings.
- 11.2 Littering is an offence and can also be a fire hazard.
- 11.3 It is the responsibility of the hirer to ensure that attendees / participants comply with regulations.
- 11.4 Spot fines can be issued by Council's Regulatory Officers.

12. Safety and emergencies

- 12.1 All Doorways and Emergency Exits must be kept clear at all times.
- 12.2 Ensure that all group members are aware of Emergency Exits. Group members should be made aware of 'Evacuation Procedure' notice, which is situated near the Kitchen Door.
- 12.3 For the safety of staff and the public, Council is required to conduct regular emergency evacuation exercises, if one occurs during the event/function, directions of Emergency Wardens must be followed.
- 12.4 Hirers must follow the directions of staff in WHS matters.
- 12.5 The operation of automatic doors to the building and car park gate must not be tampered with in any way.
- 12.6 All rooms are fitted with smoke alarms. Do not use artificial smoke machines, candles etc. as these have the potential to activate these alarms.
- 12.7 Council must comply with the **Work Health & Safety Act (2011) and Work Health & Safety Regulations (2011)**. Council staff must implement Council's Workplace Health and Safety Policy in relation to work practices, equipment, furniture and the work environment, of which the Museum and its contents are part.

13. Public liability

- 13.1 Incorporated bodies, sporting clubs, associations, commercial groups etc must have public liability insurance cover for no less than \$10 million.
- 13.2 All regular hirers must provide evidence of their public liability insurance prior to commencement of the hire period and provide a copy of any insurance renewal during the hire period, prior to expiry of the previous policy.

CONDITIONS OF HIRE - PROPERTY

14. Furniture and equipment

- 14.1 The setting up, stacking and storage of tables, chairs and equipment is the responsibility of the Museum Staff in consultation with the hirer.
- 14.2 Furniture and equipment, other than that already provided, is subject to approval by the Museum Director and must be brought and removed by the hirer and will be at the expense or effort, and liability of the hirer.
- 14.3 Furniture is not permitted to be moved outside the building.
- 14.4 Furniture must be left as-found; either in the room or in storage areas.

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CONDITIONS OF HIRE - PROPERTY

15. Breakages, theft or damage

- 15.1 The hirer is responsible for any breakages, theft or damage to the venue or any building contents or exhibits.
- 15.2 Invoice for replacement or repair costs will be issued.
- 15.3 Where such loss exceeds the amount of the bond paid, the additional costs must be paid within 30 days of the date of the event.

16. Signs and notices associated with the event/function

- 16.1 May be displayed on noticeboards in the Museum.
- 16.2 Are not to be adhered to any surfaces within the Museum space.
- 16.3 Are not to be placed on glass surfaces or walls of the building.
- 16.4 Must be completely removed after the event/function.
- 16.5 If in public spaces or outdoors must be of an acceptable standard of presentation.
- 16.6 That are deemed unacceptable may be removed.
- 16.7 Any freestanding signs must comply with Council regulations.

17. Decorations

- 17.1 Must be approved by the Museum Director.
- 17.2 Are not to be adhered to any surfaces within the Museum space.
- 17.3 Must be completely removed after the event/function.
- 17.4 Candles or similar are not to be used.

18. Kitchen

- 18.1 Kitchen must be left in a clean and tidy state.
- 18.2 Left-over food, milk and beverages must be disposed of.
- 18.3 All items including crockery and cutlery must be washed and returned to storage.
- 18.4 Children are not to enter kitchen area.
- 18.5 No food or drink is to be sold from the kitchen.
- 18.6 Barbecues and spits are not to be used in the building.
- 18.7 Check Council's website for current information on food safety regulations www.hawkesbury.nsw.gov.au.

19. Cleaning

- 19.1 If the venue is left in an unsatisfactory condition and requires additional cleaning, the hirer will be charged for this service even if the amount exceeds the total of the bond.
- 19.2 All rubbish must be placed in the Council bins provided. The hirer must take with them any rubbish that does not fit in the bins provided.
- 19.3 A vacuum cleaner is available for use.
- 19.4 Spillages which occur during room hire must to be cleaned up immediately. Supplies of paper towels may be found in the Museum Kitchen.

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Hawkesbury Regional Museum



Fees adopted by Council - 1 July 2016 to 30 June 2017

Table 1

Location	Description	GST Inclusive Amount
Museum	Refundable Bond	\$200
	Hugh Williams Room - Room only Per hour between 9am - 5pm	\$40
	Hugh Williams Room - Room only Per hour between 5pm - 12am (midnight)	\$64
	Hugh Williams Room and Museum exhibition areas Per hour between 9am - 5pm	\$60
	Hugh Williams Room and Museum exhibition areas Per hour between 5pm - 12am (midnight)	\$96
	Howe House Per hour between 9am - 5pm	\$60
	Howe House Per hour between 5pm - 12am (midnight)	\$96
	Hugh Williams Room, Museum exhibition areas and Howe House Per hour between 9am - 5pm	\$100
	Hugh Williams Room, Museum exhibition areas and Howe House Per hour between 5pm - 12am (midnight)	\$160
	Administration, staffing, after hours staffing, security or staff call-out fee. Paid staff in attendance is a requirement of hire conditions. Exhibition spaces cannot be used by unattended groups. Includes staffing costs involved in administration, organisation, preparation, supervision and clean-up.	As per professional and administration fees Min of \$82/\$113/\$164 per hour or part thereof
	Fee for cleaning required to return spaces to a suitable level for public visitation	As per professional and administration fees Min of \$82/\$113/\$164 per hour or part thereof.
	Breakages, loss or damage (where applicable cost recovery for replacement or repairs of Museum building, plant, equipment, contents including exhibits)	POA

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Table 2

EVENT/ACTIVITY DETAILS - Complete the following details - Please Print

Name of Organisation

Contact Person

Position in Organisation

Postal Address

AH phone number BH phone number

Mobile phone number

Email Address

Does your organisation have Public Liability Insurance? Yes No

A copy of the Certificate of Currency is required prior to confirming your booking

Name of Insurer

Type of Insurance e.g. Public Liability

Amount Insured

Date of Currency From To

Is your group incorporated? Yes No

Is your group affiliated with any other organisation or parent body? **List details** Yes No

Approximate number of people attending the event

Booking Dates and time

Day	Date	Start Time	End Time

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EVENT/ACTIVITY DETAILS (Continued) - Complete the following details - Please print

Type of Event

(Please include information such as types of activities i.e. cocktail party, speeches, seminar, break out groups, etc., type of catering, hours of event - gallery will determine times for set up and pack down. Please be as detailed as possible)

Will alcohol be served during any bookings? *If yes see clause 10, page 2* Yes No

Will you be charging any fees associated with, or during any of, the booking/s? Yes No

Will you be using the Museum kitchen? Yes No

Will you be using the Museum equipment?

- Data Projector
- Lap Top
- DVD
- Display Furniture i.e. plinths

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AGREEMENT

Please complete the following details and print clearly.

I, the undersigned, confirm that:

1. All of the information provided about the organisation / individual is true and correct.
2. I understand that a booking is confirmed only once a refundable bond is paid and I have been informed by email or letter.
3. The application details, including date/s and time/s requested, are correct and include the time required for setting up the venue and for cleaning and replacing furniture prior to departure.
4. I will cancel unwanted booking/s in good time.
5. I sign this application on behalf of the named group/company/organisation/individual and I have authority to bind the group/company/organisation by doing so.
6. On behalf of the named group/company/organisation I acknowledge that if this application is successful, the use permitted will be subject to the "Conditions of hire" which I have read and agree to.

Name

Position

Organisation

Signature Date

Mark all completed forms

Attention Museum Director

Post Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Fax (02) 4587 7740

Email council@hawkesbury.nsw.gov.au

For enquiries please contact the Museum Director on (02) 4560 4440.

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Privacy Notice

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