

Hawkesbury City Council

Hawkesbury Library Service

Deerubbin Centre 300 George Street (PO Box 146) Windsor NSW 2756

Phone: (02) 4560 4423 Facsimile: (02) 4587 7740 Email: bookingsofficer@hawkesbury.nsw.gov.au



2018/2019 Application Form

Hire / Use of Deerubbin Centre Meeting Rooms

Please retain **pages 1-6** for your records and **do not return**.
Pages 7-10 are to be **completed and returned**.

The Meeting Rooms are available for hire between the hours of:

Monday – Friday 8:30am – 10:30pm
Saturday & Sunday 9am – 10:30pm

- Rooms are not available on public holidays.
- For safety reasons maximum room capacity must not be exceeded.
- Rooms are not available for party hire.

Available Meeting Rooms and Facilities

1. Rozzoli Room

- 1.1. Approximately 4.4 metres x 5 metres.
- 1.2. Accommodates a maximum of **20 people seated theatre style** (less if tables required; then approximately 12 people).
- 1.3. Suitable as a small meeting room.
- 1.4. Tables, chairs, pin board, whiteboard and screen.
- 1.5. Data projector (a PC is not supplied). Connection cords need to be collected from Library during opening hours.
- 1.6. Wireless Internet access (no equipment provided). Password required, please ask staff when booking.

2. Tebbutt Room

- 2.1. Approximately 8.3 metres x 10.8 metres.
- 2.2. Accommodates a maximum of **80 people seated theatre style** (less if tables required).
- 2.3. Suitable for lectures or talks that include Audio Visual presentations, large meetings.
- 2.4. Tables, chairs, pin board, whiteboard and screen.
- 2.5. PA system, microphone and lectern, hearing loop.
- 2.6. Data projector - cd/Bluray player/video player.
- 2.7. Wireless Internet access. Password required, please ask staff when booking.

3. Stan Stevens Studio

- 3.1. An irregular triangular space, approximately 11 metres x 10 metres x 10 metres.
- 3.2. Accommodates a maximum of **60 people seated theatre style** (less if tables required).
- 3.3. Designed as a quick response community art exhibition gallery.
- 3.4. Can also be used as a meeting room.
- 3.5. Tables, chairs
- 3.6. No pin board, screen or whiteboard.
- 3.7. Wireless Internet access (no equipment provided). Password required, please ask staff when booking.

NOTE: *This is an irregular shaped room with central column; has cold water tap and sink access. Storage room is for the use of council equipment only (chairs, tables, ladder, and trolleys).*

4. Kitchen

- 4.1. All Meeting room users/hirers have shared access to the kitchen.
- 4.2. The following is supplied: glasses, mugs, cups, saucers, small plates, teaspoons, small jugs, trays, teapots, thermos jugs, kitchen trolleys, fridge, electric jug, stove and oven, microwave, vacuum cleaner, dishwasher, and cleaning supplies.
- 4.3. Groups need to supply all other items, including tea towels, and any consumables.

Conditions of Hire - Access

5. Access Cards

- 5.1. Meeting Rooms are alarmed 24 hours a day.
- 5.2. Access Cards are issued to a specific person and it is their responsibility to turn room alarms off and then back on each time they are used (training and information sheets are provided).
- 5.3. The cost of security responses and after hour call outs due to the alarm not being turned off or back on will be passed onto the group. Automated call-outs are activated if alarms are not reset.
- 5.4. For casual bookings the Access Card must be collected from, Hawkesbury Central Library during weekday opening hours (9am – 7pm Monday to Friday). The card needs to be returned to the Library during opening hours or after hours:
 1. If not using the basement car park, place in letterbox located near alarm panel, ground floor foyer (Library level).
 2. If using the basement car park, return via the Library after hour chute located in the delivery driveway after exiting the car park.
- 5.5. If the **Access Card Holder** loses or misplaces the Access Card, the Library must be notified immediately.
- 5.6. Failure to return the Access Card after use will incur a \$25 fee or will be deducted from the bond.

6. Parking

- 6.1. Access hours for the general public to the Deerubbin Centre basement car park are:

Monday – Friday	8am – 7:45pm
Saturday	8:30am – 3:15pm
Sunday	9:30am – 5:15pm
- 6.2. Groups using the rooms after the car park closes to the general public will have extended access/exit using the access card, as long as times are correctly provided on this application form.
- 6.3. Extended access/exit is activated (using the Access Card) between the hours of:

Monday – Friday	8am – 11pm
Saturday	8:30am – 11pm
Sunday	9:30am – 11pm
- 6.4. Entry to basement parking is via Christie Street, which is off George Street. The cost of security responses and after hour call-outs due to members or patrons of the user/hirer groups not exiting prior to the Access Card programmed times will be passed onto the group.
- 6.5. All parking in the basement carpark is timed parking. Please check posted signs for time restrictions.
- 6.6. The Library is not responsible for any Parking Infringement Notices received by any members or patrons associated with the meeting /event. Council's Parking Officers may patrol the subject area between the following times: 8:30am - 5pm Monday – Friday and 8:30am – 12:30pm Saturday.

7. Disability Access

There is a pedestrian ramp from the Christie Street entrance and a lift to the Meeting Room level from the basement car park.

8. General

- 8.1. Applications for room/s bookings will be confirmed by email, letter or phone.
- 8.2. The Library reserves the right to accept or refuse any applications for use.
- 8.3. The user/hirer must be at least 18 year of age - proof of age may be required.
- 8.4. The user/hirer will only use the venue for the purposes shown and for the period stated on the application form. All booking times are to be strictly observed.
- 8.5. Wireless internet access is available using a password. The password, which changes regularly, is available from the Library during opening hours.
- 8.6. Ground floor foyer (Library level) is not to be used for any exhibitions or overflow activities.
- 8.7. Only the specific room/s booked will be used.
- 8.8. The booking of the rooms shall be subject to cancellation in the event of any national emergency Federal, State or Local Government elections or major Council event.
- 8.9. User/Hirer to supply all consumables.
- 8.10. The Library reserves the right to transfer a category A group to another available room, in which case notification of the change will be given
- 8.11. For reasons of accessibility and equity, applications for using room/s more than once a month may be declined in preference for another application for lesser frequency of use.

9. WHS Inductions

All groups using the rooms outside Library hours will be required to complete a WHS induction. Please contact the Bookings Officer to arrange a suitable date and time before your booking.

10. Payment of bond

- 10.1. Payment of a bond for one off hire use may not be required, depending on type and time of use.
- 10.2. When bond is required, it must be paid 10 days before using the room/s.
- 10.3. Invoices will be sent to the organisation, after booking has occurred.
- 10.4. Preferred method of payments is cash or EFTPOS.
- 10.5. Retain the receipt of payment as proof of hire and to claim a refund of the bond.
- 10.6. For your convenience bookings may be made for a calendar year, with the understanding that fees are subject to an annual review that is aligned to the financial year.
- 10.7. Room hirers will be advised as soon as possible into the financial year (after 1 July) if fees change.

11. Refund of Bond

- 11.1. Bonds are returned in full, on the condition that:
 - there is no damage to the room/s, equipment or furniture;
 - no equipment or furniture is missing;
 - furniture and equipment is left in as-found location;
 - no additional cleaning costs are caused by the room/s user/hirer;
 - no Council staff after-hours or security company call-outs have been caused by the room user/hirer.
- 11.2. Groups requiring a refund of bond will need to contact the Booking Officer. Refunds will take four to six weeks to process.
- 11.3. The room/s will be inspected after use for damage or loss, including stains on carpet, damaged paintwork or equipment.
- 11.4. The room/s, including the kitchen if used, are to be left in a clean and tidy condition, with floors swept/vacuumed, floor spills cleaned up, crockery and cutlery cleaned and put away.

12. Cancellations

- 12.1. Cancellation of bookings must be made as early as possible so that other groups have an opportunity to use the room/s. Cancellations can be made by phone or email to council@hawkesbury.nsw.gov.au.
- 12.2. Category B and C group bookings cancelled less than three days in advance will be charged the full hire fee.

Regulations

13. Alcoholic beverages

- 13.1. 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
- 13.2. 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.
- 13.3. Licensees and people serving alcohol (free or for sale) at a function are required to hold a **Responsible Service of Alcohol Certificate**.
- 13.4. The user/hirer must ensure that liquor is not supplied to persons under 18 years of age.
- 13.5. Users/hirers should allow adequate time to acquire licences or training prior to the booking.

14. Smoking

- 14.1. Smoking is prohibited in all areas of Council buildings.
- 14.2. It is the responsibility of the user/hirer to ensure that it members / patrons etc comply.
- 14.3. Spot fines can be issued by Council's Regulatory Officers.

15. Safety and emergencies

- 15.1. All Doorways and Emergency Exits must be kept clear at all times.
- 15.2. Ensure that all group members are aware of Emergency Exits. Group members should be made aware of "Evacuation Procedure" notice, which is situated on each Meeting Room noticeboard.
- 15.3. For the safety of staff and the public, Council is required to conduct regular emergency evacuation exercises.
- 15.4. Users/hirers must follow emergency warden directions at all times.
- 15.5. For emergency situations after Library hours contact 000.
- 15.6. Tampering with the closure of doors/gates creates a risk to people and property. Unauthorised people can enter the building unattended. This may create opportunities for unauthorised people to: hide in the building and create vandalism or acts of theft after hours; commit acts of aggravation or violence to people within the building, which after hours is quite isolated.
- 15.7. The operation of automatic doors to the building and car park gate must not be tampered with in any way. Tampering, including chocking the doors / gate open damages the mechanism and makes the doors / gate malfunction. In turn, this costs money for the doors / gate to be repaired. Furthermore, it may jeopardise safe operation of the doors / gate during emergencies.
- 15.8. Call-out fees for repair of doors are a substantial cost to Council. If doors or gates are malfunctioning the day after a room is used in the evening and a) if it is found on CCTV footage that doors/gates have been tampered with during the evening booking, and b) the repairer advises that the cause is due to tampering, that fee will be passed onto the group responsible for the tampering.
- 15.9. All users/hirers of the Stan Stevens Studio for workshops must ensure a safe and clean work space in the room. Appropriate safety procedures should be followed.
- 15.10. All rooms are fitted with smoke alarms. Please do not use artificial smoke machines, candles etc as these have the potential to activate these alarms.
- 15.11. 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 Meeting Rooms and their contents are part.

16. Public Liability

- 16.1. Incorporated bodies, sporting clubs, associations, commercial groups etc must have public liability insurance cover for no less than \$10 million.
- 16.2. All regular users/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.

Care of Property

17. Furniture and equipment

- 17.1. The setting up, stacking and storage of tables, chairs and equipment is the responsibility of the user/hirer.
- 17.2. Furniture and equipment, other than that already provided, must be brought and removed by the user/hirer and will be at the expense or effort, and liability of the user/hirer.
- 17.3. Furniture is not permitted to be moved outside the building or swapped between rooms.
- 17.4. Furniture must be left as-found; either in the room or in storage areas.

18. Breakages, theft or damage

- 18.1. The user/hirer is responsible for any breakages, theft or damage to the venue or to supplied equipment and furniture.
- 18.2. Should breakage, theft or damage occur, the Library must be advised as soon as possible.
- 18.3. Invoice for replacement cost will be issued.
- 18.4. 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.
- 18.5. In emergency situations call 000.

19. Signs and notices

- 19.1. May be displayed on noticeboards. Adhesive tape is not to be used at any time.
- 19.2. May be displayed on the booked room/s door using Blu-tack (or similar) only.
- 19.3. Must be completely removed after the event/activity/meeting.
- 19.4. Are not to be placed on glass surfaces or walls of the building.

- 19.5. In public spaces or outdoors must be of an acceptable standard of presentation.
- 19.6. That are deemed unacceptable may be removed.
- 19.7. Any freestanding signs must comply with Council regulations.

20. Decorations

- 20.1. Drawing pins, nails, screws or adhesive tape must not be used to affix decorations.
- 20.2. 'Blu-tack' (or similar) may be used.
- 20.3. All decorations must be completely removed after the event/activity/meeting.
- 20.4. The cost of removal of decorations left in rooms after use will be deducted from the bond.
- 20.5. Unremoved items that trigger movement sensitive alarms will incur a call-out fee to user/hirer. See page 7.
- 20.6. Balloons must be tied down and are not permitted to be fixed to ceilings; otherwise removal costs will be incurred.
- 20.7. Candles are not to be used.

21. Kitchen

- 21.1. Kitchen must be left in a clean and tidy state.
- 21.2. Left-over food, milk and beverages must be disposed of.
- 21.3. All items including crockery and cutlery must be washed and returned to storage.
- 21.4. Children are not to enter kitchen area.
- 21.5. No food or drink is to be sold from the kitchen.
- 21.6. Barbecues and spits are not to be used in the building.
- 21.7. No cooking is to take place in any of the community rooms.
- 21.8. Check Council's website for current information on food safety regulations www.hawkesbury.nsw.gov.au.

22. Cleaning & Floor coverings

- 22.1. If the venue is left in an unsatisfactory condition and requires additional cleaning, the user/hirer will be charged for this service even if the amount exceeds the total of the bond.
- 22.2. All rubbish must be placed in the Council bins provided. The user/hirer must take with them any rubbish that does not fit in the bins provided.
- 22.3. A vacuum cleaner is available for use and is kept in the kitchen (in cupboard).
- 22.4. Spillages which occur during room hire must be cleaned up immediately. Supplies of paper towels may be found in the Meeting Room Kitchen. Stains which cannot be removed with paper towels must be reported to Library staff as soon as possible to lessen the chances of permanent discolouration.
- 22.5. Given the cost of frequent cleaning and replacement of the floor coverings the following conditions will now be applied to all Community Room users:
 - Regular checks will be carried out by Library staff
 - Costs of spot cleaning will be passed onto room users
 - Cleaning of larger areas will incur a fee.
- 22.6. Please lift chairs and tables in the Stan Stevens Studio as dragging furniture causes damage to the floor surface.

Fees and Charges

The meeting rooms in the Deerubbin Centre are available for hire or for fee use. Users/hirers are categorised as follows:

Fees adopted by Council – 1 July 2018 to 30 June 2019.

Fees are reviewed each financial year and may therefore change on 1 July 2019.

Category and Description of Group/Individual	Fee – GST inclusive
Category A includes:	
<ul style="list-style-type: none"> Local political party entities who members are volunteers and which do not charge attendees any entry fee; and Local Government Area (LGA) Community Groups. <p>To be defined as an LGA - Local Community Group (for the purposes of Hawkesbury City Council's fees and charges), and therefore be eligible for free use of community room <i>all of the following four criteria</i> must be met (supportive documentation may be required):</p> <ul style="list-style-type: none"> An organised, volunteer, membership-based group whose objective is to support or engage in activities of public interest and; Operates on a non-profit basis and receives no government funding to provide services Is located with the Hawkesbury Local Government Area (LGA) or must provide documented evidence that 50% of their membership base resides in the Hawkesbury LGA and Provides community or cultural benefits to the residents of the Hawkesbury LGA 	<p>Free</p> <p>Refundable bond \$100</p> <p>Administration fee \$10</p>
Category B includes:	
<ul style="list-style-type: none"> Community groups from outside the Hawkesbury LGA that are organised, volunteer and membership based and operate on a non-profit basis. Self employed persons for the purpose of providing service to community on a cost recovery basis only. Non profit organisations with reasonable means, for example lease own facilities or have assets such as money or property or in receipt of government funding to provide their services. 	<p>ROZZOLI ROOM \$8 per hour</p> <p>STAN STEVENS STUDIO \$13 per hour</p> <p>TEBBUTT ROOM \$20 per hour Refundable bond \$200</p>
Category C includes:	
<ul style="list-style-type: none"> Commercial, for profit businesses. Groups or organisations that distribute money that it makes to its members. Consortiums or organised groups of businesses where the primary purpose of coming together is to promote goods and services and develop for profit activities, for example product launches and demonstrations; luncheons; tradeshow; swap meets. Self employed persons for the purpose of providing services to the public for personal profit. State, Federal and Local Government (except Hawkesbury City Council) departments or agencies. Non-Government Organisations fully operating under State, federal or Local Government auspices or funding arrangements. Non profit organisations with substantial means, for example ownership of assets for paid staff. 	<p>ROZZOLI ROOM \$20 per hour</p> <p>STAN STEVENS STUDIO \$28 per hour</p> <p>TEBBUTT ROOM \$39 per hour</p> <p>Refundable bond \$200</p>

Hawkesbury City Council Hawkesbury Library Service

Deerubbin Centre 300 George Street (PO Box 146) Windsor NSW 2756

Phone: (02) 4560 4423 Facsimile: (02) 4587 7740 Email: bookingsofficer@hawkesbury.nsw.gov.au



Applicant Details (Details of User/Hirer)

All users/hirers to complete the following details. Please print clearly.

Organisation	<input type="text"/>		
Contact Person	<input type="text"/>		
Position in Organisation	<input type="text"/>		
Postal Address	<input type="text"/>		
Phone	Bus: <input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>		
Self Assessment Category (refer to page 6)	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
2 nd Contact Person's Name (for category A only)	<input type="text"/>		
2 nd Contact Person's Phone	<input type="text"/>		

Account Details (Where account is to be sent – for B and C categories)

Company ABN Number	<input type="text"/>
Company Name	<input type="text"/>
Department	<input type="text"/>
Postal Address	<input type="text"/>

Public Liability details

Does your organisation have its own public liability insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Insurer Details	<input type="text"/>	
Type of Insurance (eg Public Liability)	<input type="text"/>	
Amount Insured	\$	<input type="text"/>

Certificate of Currency

Council requires a copy of the Certificate of Currency for your insurance prior to confirming your booking.

Period of Cover	From <input type="text"/>	to <input type="text"/>
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Incorporation Detail

Is your organisation incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Affiliation Details

Is your group affiliated with any other organisation or parent body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please list

Activity/event details (if an exhibition, page 11 must also be completed)

Type of activity/event	<input type="text"/>	No of people attending	<input type="text"/>
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Office Use Only

Category Assessment	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
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Complete and return this page to Council. Retain a copy for your records.

Booking Details – Dates & Times Required

Please complete the following or page 9 for exhibitions

Please print clearly.

Preferred room/s

Please note: If preferred room is not available, we will try to accommodate your group in another room.

Day	Date	Time From	Time To

Will alcohol be served during any bookings?

If yes, refer 13.1-5 on page 3

Yes

No

Will you be using the kitchen?

Yes

No

Audio Equipment

Tebbutt Room Only

Should you require access to the DVD, CD player, you must inform library staff prior to your booking. The cabinet is locked and the key must be obtained during library hours.

Rozzoli Room Only

Connection cords to connect laptop computer to data projector are available from the Information Desk Library during Library opening hours.

Complete and return this page to Council. Retain a copy for your records.

Exhibitions

Please print clearly.

Preferred room/s

Title of exhibition

Start and end dates of exhibition

Hours the exhibition will be open to the public

Day	Date	Opening Time	Closing Time

Access/exit times requested – Access cards will be programmed for the below times

Day	Date	Opening Time	Closing Time

Describe the exhibition and associated events e.g. selling/non-selling art/craft, demonstration/talk included, exhibition opening, dinner.

Will alcohol be served during any bookings?

If yes, refer 13.1-5 on page 3

Yes

No

Will you be using the kitchen?

Yes

No

Complete and return this page to Council. Retain a copy for your records.

Agreement

(All hirers to complete the following details. Please print clearly)

I, the undersigned, confirm that:

- All of the information provided about the organisation is true and correct.
- I understand that a booking is confirmed only once a refundable bond is paid and I have been informed by phone, email or letter.
- The application details, including preferred room/s, date/s and time/s required, are correct and include the time required for setting up the venue and for cleaning and replacing furniture prior to departure.
- I will cancel unwanted booking/s in good time in order to ensure other groups have an opportunity to use the room.
- I sign this application on behalf of the named group / company / organisation and I have authority to bind the group / company / organisation by doing so.
- The Access Card Holder will personally participate in required training and then take responsibility for the care of the Access Card as well as for administering access to and exit from the Deerubbin Centre building, booked community room/s and the Deerubbin Centre car park. Should the Access Card Holder change I will ensure new details will be provided and the new card holder will attend training.
- 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 use/hire" which I have read and agree to.
- All groups using the rooms outside Library hours will be required to complete a WHS induction..

Signed

Position

Organisation

Date

Please ensure that you **complete and return** the following pages:

- Pages 7, 8 or 9 and 10 – all Groups
- Copy of public liability insurance certificate (if applicable)

DO NOT RETURN PAGES 1 TO 6

Return Details

Attention Senior Library Officer, Customer Services

By hand Hawkesbury Central Library
Deerubbin Centre
300 George Street
WINDSOR NSW 2756

By post Hawkesbury Library Services
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

By email bookingsofficer@hawkesbury.nsw.gov.au

Enquiries Senior Library Officer, Customer Services
(02) 4560 4423
bookingsofficer@hawkesbury.nsw.gov.au

Complete and return this page to Council. Retain a copy for your records.

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.