

Applicant Details:

Title: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Other	
Family Name:	Given Name/s:
Company/Organisation (if applicable):	
Postal Address:	
Suburb:	Postcode:
Contact Person (if applicable):	
Email Address:	
Phone:	Mobile:

Hiring Details:

Purpose:	
No. of Attendees:	
Venue Hire Rate:	<input type="checkbox"/> Standard Rate - \$16.00 per hour (incl GST) <input type="checkbox"/> Regular Rate - \$11.00 per hour (incl GST) <input type="checkbox"/> Community/Non-Profit Rate - \$9.20 per hour (incl GST) Hirers applying for the Community/Non-Profit rate are required to show evidence of community/not-for-profit status.

Day	Date	Hire Start Time	Hire Finish Time

Additional Information:

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Note: Time for setup and pack up must be included in the hire time.

Equipment required (please tick):

White board (no charge)

Public Liability Insurance:

As a hirer you will need to have \$20 million public liability insurance.

Name of Insurer:		
Telephone:		
Type of Insurance (e.g. Public Liability):		
\$ Amount Insured:	\$	
Current:	From:	To:

A copy of the Certificate of Currency for your insurance is required by Council prior to confirming your booking

If you do not have insurance:

Council provides Public Liability Insurance cover of \$20 million to casual and regular hirers, being any person or group or persons, who hire the library meeting room for non-commercial or non-profit making purposes. This insurance cover from Council does not extend to any sporting body, club, association, corporation or incorporated body and such entities are required to produce evidence of their own public liability insurance cover.

Enquiries: Phone: 9847 6802 (during business hours)
Email: library@hornsby.nsw.gov.au

I hereby agree to abide by the conditions of use below:

Signature of Hirer

Date

CONDITIONS OF HIRE

General Conditions

1. The Library reserves the right to accept or refuse any or all applications for hire.
2. The venue must not be entered prior to the hire period and similarly must be vacated by the time the hire period ends. If the agreed booking time is exceeded, additional hire fees will be applicable and invoiced.
3. When entering the venue hires are to make themselves aware of the emergency evacuation procedures displayed within the venue. The hirer is to ensure that emergency exit routes remain clear at all times.
4. Set-up-time and pack up time must be incorporated into the hours of hiring.
5. It is the responsibility of the hirer to check the condition of the room immediately prior to occupation and determine whether the room is fit for the intended use.
6. The hirer is to supply all consumables and cutlery, i.e. refreshments, cups, whiteboard pens, etc. Storage facilities are not available within the meeting room.
7. Closed Circuit Television (CCTV) cameras are in operation at the Berowra Community Centre. Recorded images are collected and held by Hornsby Shire Council. Signage is on display.

Fees and Charges

8. Payments can be made through the Council website www.hornsby.nsw.gov.au upon issue of an invoice. Payments by cash or cheque can be made at the Service Desk before the meeting during library opening hours.
9. Bookings cancelled less than seven (7) days in advance will be charged the full hire fee.
10. Bookings will be taken from 1st September for the following calendar year.
11. Bookings may be made for a year with the understanding that the rates are subject to annual review.
12. Rates for the rooms are applied from the Council fees and charges document and are subject to Council review. Charges are applied from 1st July each year.

Use of Facility

13. Set up of the Meeting Room is the responsibility of the hirer.
14. Hirers must disclose if they intend to bring in and use their own electrical appliances and ensure equipment is tested and tagged. If an electrician or staff are required to attend the venue as a direct result of a hirer's use of the venue, an invoice for the service call and any repairs will be charged to the hirer.
15. No naked flames of any type may be lit or utilised within the venue, including candles or tea lights.

16. Activities conducted within the meeting room must not impact on other hirers or the general public.
17. Facilities must be left in a clean and tidy condition; otherwise additional fees will be charged.
18. The hirer is responsible for any breakages, theft or damage caused to the building, grounds or equipment. Should an incident occur, Council must be contacted immediately. Associated costs will be invoiced to the hirer.
19. The hirer must ensure that all lights, fans, heaters, etc are turned off, windows and doors closed and secure prior to leaving the community centre.
20. Smoking is not permitted within any Council venue nor within 10 metres of the venue. It is the responsibility of the hirer to ensure this condition is strictly adhered to by all guests.

Indemnification and Termination of Agreement

21. Council reserves the right to terminate a hire agreement as a result of inappropriate, intimidating and/or threatening behaviour from a hire of their guest(s) towards Hornsby Shire Council staff, other hirers and/or members of the general public.
22. The hirer will occupy and/or use the venue at his/her own risk.
23. Neither the Council nor its employees shall be liable for any loss, theft or damage sustained by the hirer or any person associated with the hirer or any person attending the venue.
24. The hirer will indemnify and keep Council indemnified for and against loss of, or damage to, Council property including buildings, furniture, fittings, flooring surfaces, grounds and landscaping where the loss or damage was reasonably preventable.
25. The hirer will indemnify and keep Council indemnified for and against all claims, actions, suits, costs and demands which may be made or recovered against Council by any person whatsoever in respect of any loss, injury or damage sustained in respect of or arising out of the hiring or use of the venue except to the extent that such loss, injury or damage is caused by the negligence of Council, its servants or agents.
26. In the event that the hirer commits a breach of the Terms and Conditions, Council and/or Police may immediately terminate the agreement and require immediate vacation of the venue without prejudice to any right or action which may arise prior to such termination. Any fees and charges paid by the hirer will be forfeited.
27. Council reserves the right to periodically update these Terms and Conditions. Changes will be communicated to hirers.

Key Number (Office Use Only)	Key Number:	Date Collected:	Date Returned:
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