



UHSC MERRIWA YOUTH CENTRE BOOKING REQUEST

33 BOW STREET, MERRIWA

Return completed booking form and return Upper Hunter Shire Council.

Booking requirements

Name of applicant/club/assoc/school

Purpose casual allocation school event regular use **No. attendees**

Activity/s

Hire date/s and time/s

Public liability insurance certificate of currency attached. (Required. Min \$20m)

Permits/Exemptions: *subject to Council approval*

Please tick the appropriate boxes

Use of loudspeakers and public address systems (*where applicable*) Yes No

Erection of a temporary building or shelter (e.g. tent, marquee)
If yes, provide dimensions and proposed site plan Yes No

Sale or consumption of alcohol *If yes, provide a copy of liquor licence* Yes No

Sale of food/drink items *if yes, understand Council Food Surveillance Policy* Yes No

Read and understood the terms and conditions of use of Sporting Facilities/Reserves/Parks Yes No

Comments

Primary Contact

First name

Last name

Ph

Mob

Email

Secondary Contact

First name

Last name

Ph

Mob

Email

Invoice

Email

Postal address

I certify that the information above and any supplied attachments to this form are true and complete.

Name

Signature

Delegation/Position

Date

CONDITIONS OF HIRE

Definitions

- **Hall**—the hall located behind Merriwa Youth Centre, 33 Bow Street, Merriwa, includes all infrastructure.
- **Risk Assessment**—an assessment of the level of risk and likelihood of risk associated with the task.
- **User group**—includes but is not limited to organisations, clubs, businesses and schools.
- **Hirer**—casual bookings—normally a family or party group or private function and cannot use the facility for more than a total of 10 days over any 12 month period.
- **Work Method Statement**—Step by step listing of how the task is to be completed and the level of risk determined through a risk assessment.

Bookings

- All applications for use of Merriwa Youth Centre Hall must be made in writing using standard form provided.
- When Council permission is granted to a person or organisation for one activity, no other activity shall be substituted nor will sub-letting by the person or organisation be allowed.
- The person or organisation that has approval to use the hall will be responsible for the conduct of ALL persons using the grounds and facilities provided as well as the safe custody and proper use of the property furniture, fittings and appliances.

Hall Care

- It is the responsibility of the user group or hirer to ensure
 1. All lights are turned off;
 2. All taps and showers are turned off;
 3. Windows, doors, and gates are closed and locked prior to vacating the facility;
 4. The user group or hirer will be responsible for any damage to the facilities resulting from failure to care for the facility.
- Only one electrical appliance is to be used in each power point. Power points are not to be overloaded with double adaptors or power boards. Any modification to hirer's electrical equipment on site is to be carried out by a qualified electrician.
- Organisations wishing to have entertainment at any of their events, where the entertainment

involves a level of noise (e.g. a band playing), or draws a large crowd, may be subject to Council's "Night Time Entertainment Policy". Organisations must inform Council at the time of making inquiries about booking the facility if this is the case.

Food & Beverages

- Glass containers and bottles are not permitted on any area of the Hall. It is the responsibility of the user groups or hirer to ensure that this rule is enforced. User groups will be charged the cost of removal of glass from the sporting facility/reserve/park.
- Hirers will comply with any requirements of the **Food Act 2003** and the **Food Regulation 2004**. The website available: www.foodstandards.gov.au
- Any loss of perishables will be the sole responsibility of the user group or hirer. Council will not be responsible for the loss of any perishables for any reason.
- All user groups wishing to sell alcohol will be required to obtain permission from Council with specific dates and times, as well as hold a Function On-Licence¹. All persons who will be carrying out the sales of alcohol will be required to have a Responsible Service of Alcohol Certificate. Any persons who are caught consuming alcohol on Council property without prior approval; become the responsibility of the user group or hirer.

Special Events

- Occasionally, Council may, under special circumstances, require the use of the Hall for a special event or purpose. Under these circumstances, Council has the right to the occupation of the Hall for the duration of the event. Council will provide as much notice as possible under these circumstances and will assist the affected user group in finding a suitable alternative venue.
- Events that do not form part of the intended use of the ground will be required to submit a special event application to Council, Concerts etc.

Site Inspection

- It is the responsibility of the hirers to inspect the hall to ensure that they are safe for participants to use prior to any activities taking place. This includes an outer ground inspection. The hirers must document the inspection

prior to use of the premises.

- If the hall is deemed to be in a hazardous or dangerous condition or is in any way unfit for use, the hirer shall report the hazard or dangerous condition to Council immediately. The hirer shall not, without the consent of Council in writing, permit the use of the hall.

Keys

- Regular hirers of grounds will be issued with keys to amenities and facilities.
- Each group will be issued with 2 sets of keys. Refer to Council's current fees and charges for costs involved.

Infrastructure and Improvements

- Any upgrades, replacement or maintenance on Council property that user groups or hirers are seeking to undertake are required to obtain the permission of Council before work is carried out.
- Any work undertaken on Council property requires that appropriate WH&S work method statements and risk assessments are documented and implemented with all documents signed and dated by the person undertaking the work.

Advertising & Signage

All signage including advertising and temporary signs need to be authorised by Council's Community Services section in accordance with Council's DCP Guidelines for Outdoor Advertising.

Sub-letting

User groups shall not sublet grounds to other groups unless approved by Council. This ensures casual users are fully aware of terms and conditions of the hire of the venue and also contribute to maintenance costs.

Facilities

- Organisations wishing to engage amusement devices for any reason, will need to provide Council with the following original documents:
 1. Logbook for each amusement device within the meaning of the Construction Safety Regulation, 1950, and
 2. Current Public Liability Policy with a minimum cover of \$20M (Attach original Certificate of Currency with the interest of Upper Hunter Shire Council noted clearly on the Certificate)

3. If the person or organisation fails to enforce the observation of any of these conditions or fails to remove any person who has committed any breach of these conditions from the area, the use of the sporting facility or recreation area shall be terminated, without any liability being incurred by Council.

Insurance & Child Protection

- All user groups should be incorporated and hold a current Public Liability Insurance policy for a minimum of \$20 million which indemnifies Council from and against all claims arising from the user group/organisation's legal liability as a result of its occupancy. A copy of your current Public Liability premium should be supplied to Council.
- Council maintains a Public Liability Insurance Policy of casual hirers and should Council need to claim on this policy, the hirer is responsible for the first \$1,000 (excess) of any such claim
- User groups are required to ensure that all players and officials are covered by insurance.
- Any incidents occurring, not caused by a player or occurring naturally are to be reported to Council.
- The user group or hirer accepts full and complete responsibility for any loss of or damage to any personal property (including money, jewellery & credit cards), property on hire or loan or any contents stored in the facility. The user group must obtain their own insurance.
- NSW Child Protection Legislation - Sporting user groups who provide services for children and wish to use or hire Council's facilities must have appropriate Child Protection policies or procedures in place. For further information on the Child Protection Checklist please contact NSW Sport and Recreation on 13 13 02.

Policy & Protocol

- Councils adopted "Smoke Free Outdoor Area Policy" is to be enforced by the user group.
- Maintenance Protocol that applies to sporting facility/reserve/park is to be enforced by the user group.

1. In accordance with the Liquor Act 1982.

PRIVACY STATEMENT The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. Any personal information supplied or collected will only be stored and processed for lawful purposes directly related to the functions and activities of Upper Hunter Shire Council.

OFFICE USE ONLY INT-26233/16 | J/N 1780 110 125

Date Received:
Date Approved:
Approved by:
Print name:

Cost:
Paid? Yes No
Outstanding fees? Yes No
Certificate of Currency Attached? Yes No