

Coniston Community Hall

Conditions of Use

& GENERAL INFORMATION



Hello and welcome to Coniston Community Hall. **Vox FM** is pleased to provide this Community Centre for use by the general community for functions, activities and meetings.



As staff have limited hours at the Centre, Vox FM entrusts to the hirers the care and safety of the building and persons using it. To assist hirers with this and to ensure everyone enjoys the use of this Centre, Vox FM has established conditions of use as outlined in this document.

Please do not hesitate to ask the Booking Officer specific questions that will assist you in making your time at this Centre an enjoyable experience.

ABOUT THE CENTRE

Located at 26 Bridge Street, Coniston, the Centre is accessible by both public and private transport. There is a large hall for hire. The Centre has an accessible path to travel to the entrance of the hall.

COMMUNITY HALL

SEATING CAPACITY:

- 125 theatre style
- 90 table seating

Length 9.6 metres

Width 15.7 metres

NOT AVAILABLE: Telephone, First Aid Kit

Please phone the Vox FM office on **4227 3436**, Monday to Friday 9am to 5pm and speak to Steen or Alison or call into the station at 6 Ellen Street, Wollongong (bottom end of Macabe Park).

DEFINITIONS

Throughout these Conditions, the terms below have the following meanings:

'Centre' means the facility located 26 Bridge Street, Coniston and called Coniston Community Hall.

'Centre Grounds' means the external public land upon which the Centre is located.

'Hall/Rooms' means the hall/rooms at the Centre made available for community use.

BOOKINGS & FEES

1 APPLICATIONS



Applications for hire are to be made on the form provided and must be signed by a person aged 18 years or over.

The hirer must remain in attendance and is responsible for Centre security, safety of guests and supervising all activities during the hire period. Bookings will be accepted at this Centre for Christmas Day, but no bookings may be made for New Year's Eve.

2 REGULAR BOOKINGS

Regular hire periods may be made for up to 12 months. Hire on a Saturday evening is restricted to two consecutive weeks unless a further application has been approved.

3 HIRE FEES

Hall/Rooms will be available for hire at the fee levels stated in the current Fees and Charges schedule (reviewed in July each year). All prices are inclusive of GST. Bookings made prior to any increase in fees in July each year will incur these increases.



The hire period includes set up, dismantling, and clean up period.

4 DEPOSIT AND BOND

A deposit of 50% of the hire fee is required to confirm the booking. The balance of the fee must be paid at least 48 hours prior to the date of hire.

A security bond is required for all bookings. There is no GST payable on the security bond unless the bond is retained to cover costs (see Point 7). The bond will be refunded within three weeks from the date of hire provided the hirer has fully complied with all Conditions of Use.

5 HOURS OF USE

The Centre can only be hired until 12.00 midnight unless prior approval is received from Vox FM. The hirer does not have access to the Centre outside the approved hire period.



6 "HIGH RISK" ACTIVITIES

A request for hire of the Centre may result in the function being identified as "high risk" based on the type of activity, known history of similar activities at the Centre, and/or known history of similar activities at other venues.

Any function which is identified as "high risk" may be subject to additional costs as set out in Point 7 below and/or other conditions such as the hirer being required to provide licensed security guards for the duration of the function.

7 ADDITIONAL COSTS

The hirer will be responsible for any cost that may be incurred as a consequence of the hirer's use of the Centre.

Additional costs will include but are not limited to:

- Cleaning fees (based on current contract rates),
- Replacement of keys (approx \$15.00 per key, \$150.00 per lock cylinder, up to a total cost of \$400.00)
- Unauthorised use of fire equipment (cost of replacement by Vox FM)
- Securing the building (approx \$60.00 per call out),
- Loss of property from the Centre (cost of replacement by Vox FM)
- Damage to the Centre, equipment and/or grounds (cost of repairs/replacement)
- Administration charge (approx \$40.00 per hour)

Above costs include GST.

Additional costs will be deducted from the security bond. If the total costs, including GST, exceed this amount, an account for the outstanding costs will be sent to the hirer.

Further additional costs may be imposed on the hirer for functions identified as 'high risk' (see Point 6), payable prior to the hire period and including, but not limited to, double bond payment.

8 CANCELLATION

If the hirer cancels a booking, the deposit will only be refunded if the area booked is re-hired or at least one month's notice is given. Any payment in excess of the deposit will be refunded.



Vox FM reserves the right to cancel any booking which falls on a government election day, or at any other time when the Centre is required for legal, statutory or civic requirements. If this happens, Vox FM will refund all payments, but will not be liable for any loss incurred by the hirer.

SAFETY & SECURITY

9 FIRE EXTINGUISHERS AND EQUIPMENT

Under no circumstances shall there be any interference with the fire fighting or other emergency equipment in the Centre except in the case of fire.



In case of fire or similar emergency evacuate the building and dial 000. There is a telephone across the road from the Centre.

10 EXITS, AISLES AND PASSAGEWAYS

All passageways, aisles and exits shall be kept clear and useable to ensure public safety.

11 CLOSURE OF DOORS AND/OR REFUSAL OF ADMISSION

For safety and security reasons Vox FM may at its discretion cause the entrance doors to the Centre to be closed and/or refuse admission to any person or terminate any function that has become disorderly.

ACCESS & USE OF HALL/ROOMS

12 MULTI PURPOSE CENTRES

Different groups may use other areas of the Centre at the same time as your hire period. Hirers shall be respectful towards other users and shall not interfere or disturb their activities.

13 ENTRY/EXIT FROM CENTRE

Hirers are responsible for opening, closing and security of the Centre. Keys are issued to hirers for access to the Centre on the following conditions:



- i) Key(s) are to be picked up and returned as negotiated with Vox FM.
- ii) The signatory is fully responsible for the key(s) and must ensure they are not given to any other group or person.
- iii) The key(s) are not to be labeled in any way with reference to the Centre.
- iv) If key(s) are not returned the hirer will be responsible for the cost involved in replacement. This may include the cost in having new keys cut for other user groups. See Point 6, Additional Costs.
- v) An additional bond is required if the key(s) are lost before the hire period and a new set is required.
- vi) Vox FM is to be contacted immediately in the event of key(s) being lost or stolen.

14 CENTRE SECURITY

Hirers must ensure that the building is totally secured on exit. This includes turning off lights, locking all doors and windows.

15 CONDITION OF CENTRE AT START

It is expected that the Centre will be left in a condition suitable for immediate use at all times.

Where the Centre is considered unsuitable for use on arrival, the hirer should immediately notify Vox FM on 4227 3436 (BH). This will indemnify the hirer against any claim by Vox FM for loss of property or damage to the building or grounds.



16 USE OF FURNITURE

The hirer is welcome to arrange tables, chairs and other furniture as required provided they are returned to the original position before leaving.

The hirer is not to allow furniture or equipment to be removed from the Centre or from one room to another, unless approved by Vox FM.

17 PRIVATE PROPERTY

All goods, materials or property brought into the Centre must be removed by the end of the hire period.

18 CLEANING



Cleaning equipment is provided in the Hall Store Room. Prior to leaving, any spillage of food, liquid or other material is to be removed from all surfaces. Equipment and furniture is to be wiped over with a damp cloth if necessary. The floor is to be left clean.

19 TOILETS

The toilets should be left in a clean condition at the end of the hire period suitable for immediate use.

20 RUBBISH REMOVAL

If a bin is provided at the Centre, garbage may be deposited in the bin. Under no circumstances are rubbish bags to be left outside the bin. If garbage exceeds the waste container capacity it must be taken away by the hirer. Garbage lids to all bins must be securely fitted and locked before departing centre.



Perishable garbage (food scraps etc) is to be taken away by the hirer at the conclusion of the booking. **UNDER NO CIRCUMSTANCES IS FOOD OR DRINK IS TO BE LEFT IN THE REFRIGERATOR/S AND FREEZER/S.**

21 CATERING/KITCHEN



The preparation of food and beverages shall be confined to the kitchen area. Grease and food scraps are not to be washed down the sink. Caterers and others must leave the kitchen in a thoroughly clean condition.

22 BUILDING DECORATIONS AND EQUIPMENT

No changes shall be made to any area without the approval of Vox FM. This includes affixing decorations or equipment, painting or marking any surfaces etc.

No sticky tape, bluetac or similar product is to be used on painted surfaces.

23 BURNERS AND FIREWORKS



Under no circumstances shall there be any burners such as barbeques or spit roasts, fireworks or other flammable materials, or smoke making devices used inside the Centre. Fireworks in the grounds are not permitted.

24 ELECTRICAL

The hirer is responsible for turning on and off any electrical requirements. The exception being the refrigerator and the lights to the toilets, which are to be left on.

Any electrical equipment which is brought into the Centre by the Hirer must be tested and tagged by a licensed electrician or person qualified to tag and test.

REGULATIONS/ACTS/LAWS

25 LOSS OR DAMAGE

The hirer will be held responsible for, and be required to make good, any loss or damage to property or furniture, appliances or fittings.

Vox FM accepts no responsibility for any loss or damage to any property whatsoever belonging to either the hirer or any other person attending the function.

26 INDEMNIFICATION AND INSURANCE

The hirer shall indemnify Vox FM and its servants against any claims, costs or penalties whatsoever that may arise from the hirer's negligence during the period of hire of the Centre. Hirers where use involves commercial or government lettings, political rallies, professional entertainment, gathering of over 1,000 people or organisation with their own liability insurance must supply a current copy of their liability insurance.

It is strongly recommended that all hirers obtain suitable public liability insurance covering their activities for the period of hire.

27 LOST PROPERTY

Official representatives of Vox FM are the only persons authorised to enter, examine and search the Centre for lost property. Vox FM accepts no responsibility for any items left behind at the end of a booking. Any lost property recovered by any person is to be lodged with Vox FM.

28 ACTS AND REGULATIONS

The hirer shall comply with all relevant provisions of the Local Government Act, 1993, as amended and any other Acts or regulations which may govern use of the Centre.



29 CHILD PROTECTION LAWS

If your activity involves children up to 18 years of age you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

30 ADVERTISING

Advertising is permitted only on boards provided for this purpose. Vox FM approval is required prior to the erection of advertising signs.

31 SUB-LETTING

Sub-letting of any part of the Centre is absolutely prohibited and will not be recognised under any circumstances.

32 SMOKING IN CENTRE

Smoking is not permitted in any part of the Centre.

33 ALCOHOL IN CENTRE OR GROUNDS

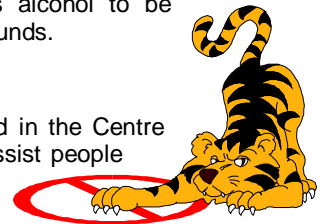
If alcoholic liquor is being sold during a booking the hirer must obtain and show proof of the relevant licence from the Licensing Court of New South Wales.

If the booking involves the consumption of alcohol, the person selling and/or serving the alcoholic liquor should be trained in the Responsible Service of Alcohol under the Liquor Act 1982 & Liquor Regulations 1996 and Council reserves the right to notify the Police Licensing Unit of the activity.

Under no circumstances is alcohol to be consumed in the Centre Grounds.

34 ANIMALS IN CENTRE

No animals shall be allowed in the Centre except animals trained to assist people with disabilities, or if Vox FM grants special approval.



35 SALE OF MERCHANDISE

The sale of retail or wholesale products or any direct merchandising is not permitted in the Centre.

The Centre shall not be used for Auction Sales.

36 DISORDERLY CONDUCT AND NOISE

Noise levels are to be kept to a minimum at all times to avoid disturbance to other groups and neighbouring properties. The hirer shall take all reasonable steps to prevent disorderly conduct in the Centre and grounds throughout the period of the hire and when leaving the Centre.

The use of any sound amplification outside the Centre is strictly prohibited.

The hirer shall comply with the requirements of the Protection of the Environment Operations (POEO) Act 1997 (Part 8.6, Section 276), that covers noise control.

37 DISPUTES

In the event of any dispute arising as to the meaning of any of these terms and conditions, or between the hirer and any representative of Vox FM, the decision of Vox FM or delegated representative shall be final.

VOX FM 106.9

Phone: 4227 3436

EMERGENCIES

Should an emergency occur involving window breakage or if the building cannot be secured, please phone 0407 067 343.

Hirers are not to leave the building until it is secured.