

STRATHFIELD COMMUNITY CENTRE CASUAL USER APPLICATION FORM

How to complete this form

1. Please make sure that all fields are filled out correctly & all necessary documentation is attached.
2. Once completed, submit this form to Council. The hire fee must be paid within seven (7) days of making a booking.

1. Before you complete this form

Will you using the centre on more than ten (10) days in a twelve month period? No Yes ▶
(please tick box)

If Yes, please contact Council to request an application form to become a 'regular user'

2. Organisation/Group Details

Name of Organisation/Group

Postal Address

Postcode

Business Number

Mobile Number

Fax Number

Email Address

3. Contact Person 1 – Person Assuming Responsibility (must be over 18)

Title

Given Name/s

Surname

Postal Address

Postcode

Home Number

Mobile Number

Business Number

Email Address

4. Contact Person 2

Title

Given Name/s

Surname

Postal Address

Postcode

Home Number

Mobile Number

Business Number

Email Address

5. Purpose of Hiring (brief description of your proposed activities)

6. Nature of Organisation/Group

PART 1

How would you describe your group or organisation?

(a) Non-profit/community (please tick) No Yes

If Yes, please provide written evidence , move to PART 2

(b) Seniors – all members over 55? (please tick) No Yes

If Yes, please provide written evidence , move to PART 2

(c) Commercial/for profit? (please tick) No Yes

If Yes, move to PART 2

(d) Other? (please tick) No Yes

If Yes, please describe:

_____, move to PART 2


PART 2

Is your organisation/group based in the Strathfield Municipality? (please tick) No Yes

Does your organisation/group provide a service to the Strathfield Municipality? (please tick) No Yes


If Yes, please provide details:

Is your group an incorporated association or register co-operative? (please tick) No Yes

If Yes, please attach copy of the relevant documentation e.g. constitution 

7. Insurance

Do you have public liability insurance to the value of \$10 million? (please tick) No Yes

If Yes, please attach a copy of your current certificate of insurance 

8. Booking Details

Room 1 - Redmire Room

(Large hall, parquet floor, suitable for public meetings, seats approximately 80 people)

Date(s) of Hire	From	To
/ /	: am/pm	: am/pm

Date(s) of Hire	From	To
/ /	: am/pm	: am/pm

How many people will be attending?

Room 2 - Airey Room

(Carpeted room, suitable for small gatherings and meetings, seats approximately 20 people)

Date(s) of Hire	From	To
/ /	: am/pm	: am/pm

Date(s) of Hire	From	To
/ /	: am/pm	: am/pm

How many people will be attending?

Room 3 - Wangal Room

(Carpeted room, with small stage, suitable for meetings and seminars, seats approximately 40 people)

Date(s) of Hire

 / /

From

 : am/pm

To

 : am/pm

Date(s) of Hire

 / /

From

 : am/pm

To

 : am/pm

Approximately how many people will be attending this function?

9. Application Checklist

Please ensure all sections of the application have been completed and all relevant documents attached. (Incomplete applications may not be considered).

- Written evidence of **Non-profit/community organisation** N/A
- Written evidence of **Seniors – all members over 55** N/A
- Relevant documentation showing **Incorporated Association or Registered Co-operative** N/A
- Copy of your current certificate of insurance N/A

10. Agreement

I have read and understand the conditions of use of the Strathfield Community Centre as printed on the form separately supplied and undertake to accept and abide by these conditions.

Signature of Applicant:

Date:

11. Lodgement

You can lodge your completed application in person:
65 Homebush Road, Strathfield NSW 2135, Monday to Friday 8:30am to 4:30pm.

12. Payment Details

HIRE FEE hours @ \$..... hours @ \$..... hours @ \$.....	Cashier code 076	\$
INSURANCE bookings @ \$27.00	Cashier code 076	\$
KITCHEN BOND <input type="checkbox"/> N/A <input type="checkbox"/> Yes, \$200	Cashier code 700	\$
KEY BOND <input type="checkbox"/> N/A <input type="checkbox"/> Yes, \$100	Cashier code 700	\$
TOTAL DUE (TO BE PAID IN FULL 7 DAYS PRIOR TO USE OF CENTRE)		\$

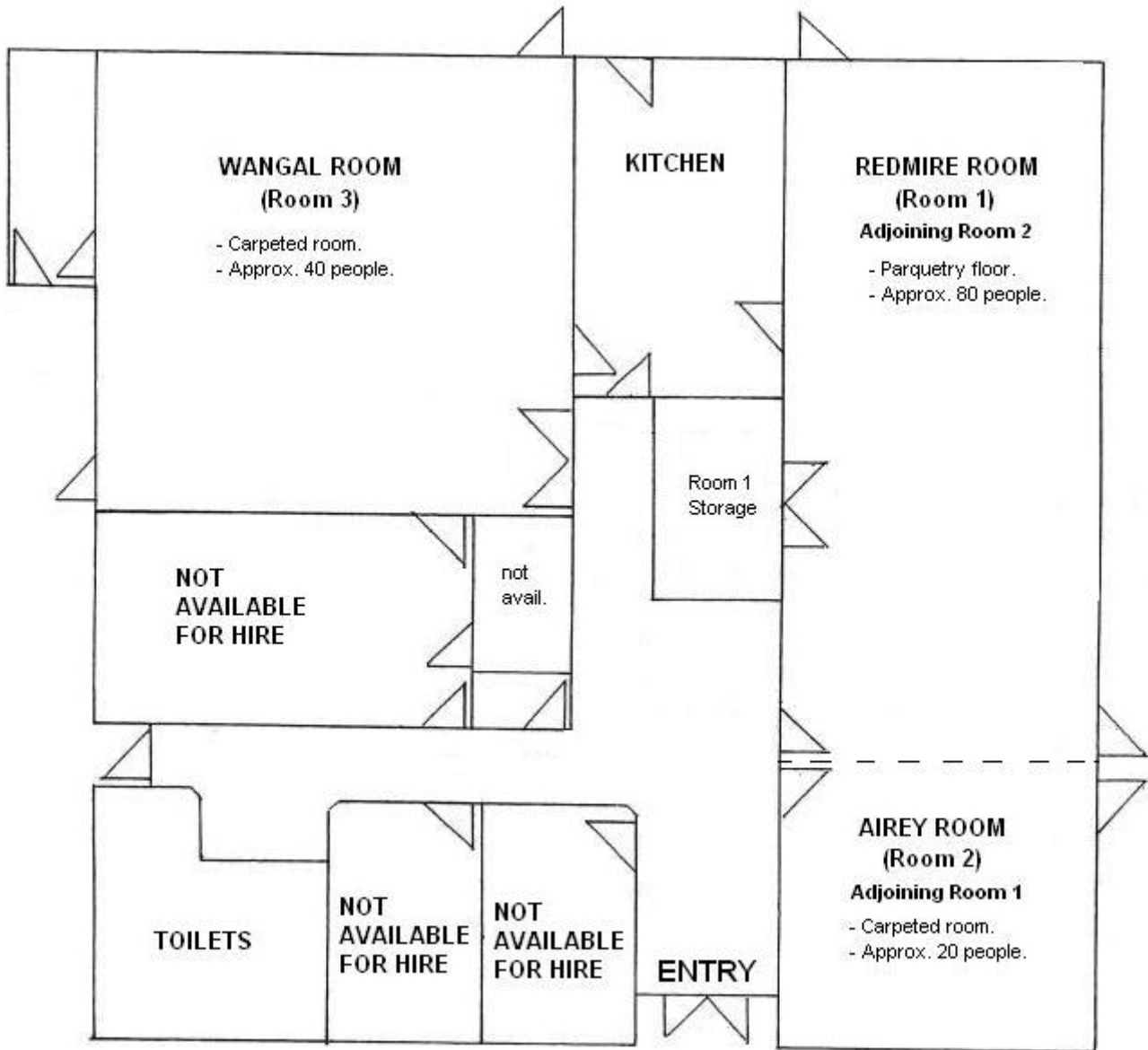
Office Use Only

HIRE FEE & INSURANCE..... DATE/...../..... RECEIPT #

KITCHEN BOND DATE/...../..... RECEIPT #

KEY BOND DATE/...../..... RECEIPT #

FLOOR PLAN



Schedule of Fees 2009/10

Rates	Unit	Cost
Room 1 (Redmire Room) Large room, parquetry floor, capacity approximately 80 people		
Standard rate	Per hour	\$ 49.50
Approved community organisation rate	Per hour	25.30
Room 2 (Airey Room) Small carpeted room adjoining Room 1, seats 20 people		
Standard rate	Per hour	\$ 31.90
Approved community organisation rate	Per hour	16.50
Room 3 (Wangal Room) Carpeted room at rear of centre, off kitchen, seats 40 people		
Standard rate	Per hour	\$ 34.10
Approved community organisation rate	Per hour	17.60
Use of kitchen – Refundable security and cleaning bond	Per hire	\$ 200.00
Insurance – One-off charge for casual users	Per hire	\$ 27.00
Use of Community Centre – Refundable key bond	Per hire	\$ 100.00

Terms and Conditions of Use

1. Functions i.e. wedding receptions, birthday parties, christenings etc, are not permitted.
2. The centre is available for hire during the following times:
Monday to Friday between 5:00 and 10.30pm
Saturday between 9:00 am and 6:00 pm
3. Smoking is not permitted in the centre.
4. The hire fee must be paid within seven (7) days of making a booking.
5. Evidence of public liability insurance with a minimum limit of indemnity of \$10 million shall be provided by the following hirers:
 - incorporated bodies, sporting clubs, profit making associations or commercial activities;
 - hirers who use the centre more than 10 days in any 12 month period.

Hirers should note that they are responsible for the safety of any person attending the centre for their function. Council will not be responsible for any losses or injuries suffered whilst attending the centre.
6. The key and alarm code must be obtained from the council administration centre located at 65 Homebush Road, Strathfield. The key must be returned on the next business day.
7. Access is permitted only to the room or rooms hired.
8. It is the responsibility of the hirer to ensure that all chairs and tables are returned to their original location after use.
9. Cups and saucers are available for twenty people. Crockery must be washed and, when clean, replaced in the cupboard. Any excess garbage must be placed in the large bins at the rear of the building.
10. Tea, coffee, and other consumables are the responsibility of the hirer. Hot water is always available.
11. A whiteboard is available and must be cleaned following use.
12. Switches for the operation of the air-conditioning are located in the area at the front of the centre adjacent to Redmire Room.
13. All lights and air-conditioning must be turned off and the alarm system activated before the building is vacated (see separate instructions concerning the alarm system). Hirers must also ensure that all exterior doors, internal doors and service hatches are closed
14. Driveway lights turn on and off automatically.
15. All rooms used must be left in a clean and tidy condition, including the kitchen.
16. No hirer shall bring into the centre, or use in the centre, any article deemed by the Management Committee to be unsuitable.
17. The floors, walls or any part of the building or any fitting or fixture in the centre shall not be pierced or broken by nails, tacks, screws, etc.
18. No appliance, fitting or fixture shall be interfered with in any way.
19. It is the responsibility of the hirer to comply with the provisions of the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*.
20. The hirer will be responsible for and shall make good any loss or damage to the building, furniture, fittings or fixtures, or to the property, during the period of use, including any extra cleaning required and any payment for security breaches.
21. Intoxicating liquor shall not be brought into the centre unless approval of the General Manager is obtained.
22. The council shall not be responsible for the loss or damage to any property belonging to any group using the centre, or any individual in any group.

ROOM 1 - PUBLIC GATHERINGS

1. Chairs are to be locked together in rows with a minimum of four (4) and a maximum of sixteen (16) chairs per row.
2. The maximum number of people allowed is eighty (80).
3. Exits are to be kept free at all times. Chairs are not to obstruct fire exit doors.
4. Centre aisle to be a minimum of 1.5 metres wide.
5. Side aisle to be a minimum of 1 metre wide.
6. Cross over aisle (if provided) to be a minimum of 1.5 metres wide.