

APPLICATION FOR HIRE OF STRATHFIELD COUNCIL COMMUNITY FACILITIES

1. Available Facilities

Please indicate which Facility you wish to hire for your activity/event.

Strathfield Park	☐ Rotunda (Capacity Minimum 30)
Strathfield Town Hall	☐ Main Hall & Supper Room (Capacity 250 Theatre Style) ☐ Supper Room Only (Capacity 100)
Strathfield Community Centre	☐ Redmire Meeting Room1 (Capacity 80) ☐ Airey Meeting Room 2 (Capacity 20) ☐ Wangal Meeting Room 3 (Capacity 40) Kitchen use – Regular Hirers Only ☐ Yes ☐ No
Strathfield Main Library	☐ Ironbark Room – Whole Room (Capacity 80) ☐ Ironbark Room – Half Room with kitchen (Capacity 40) ☐ Ironbark Room – Half Room with A/V Equipment (Capacity 40) Please indicate if you require A/V Equipment ☐ Yes ☐ No ☐ Melaleuca Room (Capacity 3)
Dutton Community Centre	☐ Hall (Capacity 80) ☐ Meeting Room (Capacity 8) Please note: This venue has limited availability of use
Homebush West Community Centre	☐ Main Hall (Capacity 100) ☐ Workshop Room (Capacity 40) ☐ Office (Capacity 6) ☐ Upstairs Office (Capacity 20) Not wheelchair accessible
High Street Community Centre	☐ Whole Library (Capacity 80) ☐ Meeting Room 1 (Capacity 40) ☐ Meeting Room 2 (Capacity 40) Please indicate if you require A/V Equipment ☐ Yes ☐ No
Cooke Park	☐ Function Room (Capacity 25)

2. Applicant Details

Name of Applicant – Individual Hirer / Organization / Group

Title	First Name	Last Name
Group/Organization Name		Postcode
Contact Phone Number	Mobile Number	ABN Number
Postal Address		Postcode
Contact person for your Group/Organization (if applicable)		Contact Phone No.
Email Address		
Title/position in group/Organization of applicant (if applicable)		

3. Booking Details and Proposed Activities

Type of Booking

- ☐ Casual Booking – Less than 10 bookings in a
☐ Year Regular Booking – 10 or more bookings
in a year

Day of the Week	Date from	Date To	Time From	Time To
1.				
2.				
3.				
4.				

Number of People Attending _____

Setup Time Required _____

Pack up Time Required _____

NOTE: if your setup and/or pack up time exceeds the times advised the hirer will be charged at 30-minute intervals until complete.

Seating

Theatre Style Yes ☐ No ☐

If yes, number of chairs required. _____

Tables

Banquet Style Yes ☐ No ☐

If yes, Tables required _____ Number of chairs per table _____

Attach an event layout plan. ☐

Type of Activity

Waste Management Plan Attached ☐ **Note - Council will not approve a booking without a Waste Management Plan**

4. Insurance

Do you have Public Liability Insurance to the value of \$10 million?

If Yes, please attach a copy of your current Certificate of Insurance Yes ☐ No ☐

NOTE: Proof of Public Liability Insurance to the value of at least \$10 million must be provided for use of the Council's Community Facilities. Please attach a current copy of your Certificate of Insurance to your application. If you do not have insurance, a fee for non-insured hirers must be paid for each individual booking to a maximum of 10 bookings.

5. Strathfield Town Hall and Supper Room ONLY - Casual Hirer

MANDATORY SUPERVISION BY COUNCIL STAFF FOR ALL TOWN HALL BOOKINGS - REFER TO ADOPTED FEES & CHARGES FOR ADDITIONAL COSTS INVOLVED

Will you require the use of the AV System? (Please tick box) Yes ☐ No ☐

If Yes, please provide requirements as only Council staff are permitted to operate the system.

Will you be having a live band? (Please tick box) Yes ☐ No ☐

If Yes, please attach a letter attention to the General Manager requesting permission for live band

Will alcohol be consumed? (Please tick box) Yes ☐ No ☐

If Yes, please attach a letter attention to the General Manager requesting permission for alcohol to be consumed.

Will you be selling goods? (Please tick box) Yes ☐ No ☐

If Yes, please attach a letter attention to the General Manager requesting permission to sell goods

Strathfield Town Hall & Supper Room Floor Plan

Please indicate the floor plan set up for your function. i.e., Chair & Table & time you believe it will take you/your contractors to set up.

NOTE: Council Staff will not set up the Function room. Setup and Pack-up is solely the responsibility of the hirer.

6. Agreement

Please Tick box

- ☐ *I, the undersigned, hereby make application for the hire of the aforementioned facility on the date(s) mentioned and for the purpose indicated. I undertake to accept and abide by the Terms and Conditions of Hire, **which I have read and understood**. I agree to advise Strathfield Council of any special arrangements at least two weeks prior to the hire date/s.*

Signature of Applicant:

Date:

7. Application Checklist

Please Tick where applicable

Y N N/A

- | | | |
|--------------------------|--------------------------|--|
| ☐ | | Terms and Conditions of Hire Use have been carefully read . |
| ☐ | | Hire of Council's Facilities Policy has been carefully read. |
| ☐ | | Contact information for representatives of the group/organization is completed. A copy of Public |
| ☐ | ☐ | Liability Insurance is attached (if applicable). |
| ☐ | ☐ | A copy of the group/Organization constitution is attached (if applicable). |
| ☐ | | All sections of the application have been completed and declarations signed. |
| ☐ | ☐ | Community Rate Request form has been completed and attached to this form (if applicable). |
| ☐ | ☐ | Not-for-profit certificate of registration is attached (if applicable) |
| ☐ | ☐ | Town Hall floor plan completed |
| ☐ | | Waste Management Plan attached |

Casual Hirer - To confirm a booking the application form must be received plus 50% of the hire fee must be paid. No tentative bookings will be accepted.

Regular Hirer - Payment of hire fee for first month of bookings must be paid in advance.

Privacy Statement

Personal details requested on this form are being collected and will only be used for the purpose of processing your application, updating contact information and record keeping. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application. Access to the information is restricted to Council officers and other authorized people. You may make application for access or amendment to information held by Council.

ALARM INSTRUCTIONS

DISARMING

(When you ENTER / the START)

Step 1: Use the last 4 digits of your swipe card number as shown below.



Step 2: Enter the last 4 digits using the keypad then hit OFF, as shown below.



ARMING

(When you EXIT / the END)

Step 1: Similarly Use the last 4 digits of your swipe card number as shown below.



Step 2: Enter the last 4 digits using the keypad then hit ON, as shown below.



Step 3: Exit the building as soon as possible to avoid setting off the alarm.

EXIT

For any issues, during business hours please contact the Bookings & Facilities Officer on 0434 608 445 and for all Afterhours issues on 02 9748 9999