

Regular hire of Council's venues



Please tick the facility you require or number your first and second choice:

- Marrickville Town Hall
- Petersham Town Hall
- Herb Greedy Hall
- Camperdown Park Meeting Room
- Seaview Street Hall – *unavailable during January 2018 due to building upgrade works*
- St Peters Downstairs Meeting Room

Please update your organisation/person details on Council's online booking system. Please note that information must be received via this method to be considered for the regular hire allocation.

Name of Hirer/Organisation *	
User name (within the online booking system)*	
Hire details (Day/time)*	

Please circle your requested dates on the calendar below:

■ Indicates public holidays

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The hirer hereby grants the Council an indemnity and releases Council from all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which Council may become liable in conjunction with injury, damage or accidental death through the hirers neglect or default or the neglect or default of any other person in connection with hirers use of the hall.

Individuals, groups and organisations which hire Council premises or facilities for activities which involve children under 18 years are reminded of the requirements of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998. All employers (which include employers of volunteers and others) must comply with the mandatory guidelines available from the Commission for Children and Young People and which are also available on their website – www.kids.nsw.gov.au. These guidelines contain forms including delegations and consents which must be made by prospective employees.

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The provision of personal information is voluntary although not providing the personal information may result in the delay or rejection of the application. Council's collection and use of personal information is subject to the Privacy and Personal Information Protection Act 1998. The personal information collected will be stored in Council's electronic records and can only be accessed by authorised personnel, will only be used to assess your application, maintain a record of venue hirers, contact the venue hirers in relation to their booking, and if requested provided to Marrickville Police but only in relation to the event. The personal information can be accessed by you during standard office hours and updated by writing or contacting Council on (02) 9392 5000. Some Community venues have a swipe tag to gain entry. Council may use information collected from the swipe tag to monitor the times a hirer accesses the Community venue.

- I am over 18 years of age and I have included proof of age documentation.
- I acknowledge that I have read and understood the indemnity and release requirements and Council's Terms and Conditions of Hire for Community Venues, and I agree to be bound by them.

Applicant's signature Date

Required documentation

Before returning this form, please ensure all current and required documentation relevant to your organisation and booking are uploaded via the online booking system 'My Documents'. Incomplete applications will not be processed.

ALL HIRERS		
Will alcohol will be consumed or sold at the event? If yes, please tick: <input type="checkbox"/> Consumed <input type="checkbox"/> Sold	Y	N
If selling alcohol, I have attached a copy of my liquor license and I understand that I must display it for the duration of my hire. NSW Office of Liquor, Gaming, and Racing – www.olgr.nsw.gov.au	Y	N

Uploaded to online booking system

REGULAR HIRERS (Five or more bookings in a 12 months period) and ANY CASUAL BOOKINGS MADE BY AN ORGANISATION (as opposed to an individual)		
I have uploaded a copy of my \$20 million Public Liability insurance certificate of currency	Y	N

PENSIONER/HEALTH CARD HOLDER – Must be within the Inner West Council local government area and provide evidence of the following:		
I have uploaded a copy of my valid pensioner/health card	Y	N
I have provided evidence I live within the Inner West Council local government area	Y	N
I am holding the event for myself	Y	N
I am the guardian/carer of a person under 18 who I am organising the event for	Y	N

HIRERS APPLYING FOR A CONCESSION – All previous hirers must make sure relevant documentation is uploaded to the booking system as per the requirements below:		
I am applying for concession fee on behalf of a not-for-profit group, and have uploaded relevant, official, documentation	Y	N
I have uploaded my group's Certificate of Incorporation and Constitution	Y	N
Please state how your organisation is providing a service or benefit to the communities of the Inner West local government area:		

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PARTICIPANT DETAILS – All previous hirers must make sure they have included the below census information:

<p>Estimated number of participants</p>	<input type="checkbox"/> 0-9 <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-149 <input type="checkbox"/> 150-200 <input type="checkbox"/> Over 200	
<p>Proportion of participants that live in the Inner West Council local government area*</p> <p><small>*Includes Annandale, Ashfield, Balmain, Balmain East, Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. Inner West Council also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.</small></p>	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%	
<p>Who is the activity primarily targeted at?</p>	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander peoples <input type="checkbox"/> Children 0–11 years <input type="checkbox"/> Lesbian, gay, bisexual, transgender, intersex, queer communities <input type="checkbox"/> Older people (55 years and over) <input type="checkbox"/> People from culturally and linguistically diverse backgrounds <input type="checkbox"/> People with a disability <input type="checkbox"/> Residents of boarding houses <input type="checkbox"/> People who are homeless <input type="checkbox"/> Women <input type="checkbox"/> Youth (12-24 years) <input type="checkbox"/> Activity not targeted: aimed at general population <input type="checkbox"/> Other – please specify <p>.....</p>	
<p>Is the activity free to participants?</p>	<p>Y</p>	<p>N</p>
<p>If no, what is the cost per person per session?</p>	<input type="checkbox"/> Under \$5 <input type="checkbox"/> \$5–\$10 <input type="checkbox"/> \$11–\$15 <input type="checkbox"/> \$16–\$20 <input type="checkbox"/> Over \$20	
<p>Approximately what proportion of your participants hold low-income or pensioner Health Care Cards?</p>	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%	
<p>Do you offer concessional/lower fees for people with a Health Care Card?</p>	<p>Y</p>	<p>N</p>

Please return your completed form to BookingsTeam@innerwest.nsw.gov.au

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Terms and conditions

Accessibility	Petersham and Marrickville Town Halls, Seaview Street Hall, Herb Greedy Hall and St Peters Town Hall downstairs room all have ramps and accessible toilets. It is strictly forbidden to use the accessible toilets for storage or for any other purpose such as change rooms, office space, kitchen space, etc.
Alcoholic drinks	Alcoholic drinks may be consumed with meals. Alcoholic drinks may be sold only if the appropriate license is provided to Council no later than 7 days prior to the booking date and if it is displayed at the venue during the event. Every individual selling or serving alcoholic drinks must have their current RSA certificates. For licensing information, please contact NSW Office of Liquor, Gaming, and Racing: Website www.olgr.nsw.gov.au Email info@olgr.nsw.gov.au Phone (02) 9995 0300.
Bond fee	Must be paid at the time of booking. Bonds will only be refunded to whoever paid it; bonds will be fully or partially withheld to cover the cost of damage, repairs, callouts to Council staff, security or emergency services staff, or extra cleaning.
Cancellation by Council	Council may cancel the booking if hire fees or bond have not been paid, for maintenance access, or for other Council requirements as mentioned above.
Cancellation by hirer	Hirer cancellation of more than one month from date of hire incurs a penalty of 50% of hire cost. Hire cancellation of less than one month incurs a penalty of 100% of hire cost.
Catering	Gas bottles, barbeques and spit roasts are not allowed. Kitchens and kitchen equipment must be left spotless. Hirers or caterers must remove their own waste in the wheelie bins provided. If the wheelie bins are full, the hirer or caterer must take their waste with them. It is the hirer or caterer's responsibility to bring crockery, cutlery, glasses, jugs, table cloths, serving dishes, long nose lighter for stove, etc. Make sure the appropriate waste is placed in each bin i.e. Only recycling in the recycling bins.
Cleaning equipment	Every venue is required to provide their own cleaning equipment, including but not limited to: their own broom, mop, bucket, dust pan, spray and wipe, washing up liquid, long nose lighter for the stove, extra rubbish bags, tea towels, etc.
Concessions	Please refer to Council's Fees and Charges schedule.
Exits	Fire exits are to be left clear and accessible without hindrance at all times.
Hire fees	Must be paid in full at time of booking.
Key collection	Keys must be collected during business hours. No-one from Council will be at your venue, and if key collection does not occur during business hours, entry cannot occur within your hired space. Keys and swipe tags for all venues are to be collected from Inner West Council's Petersham Service Centre, 2-14 Fisher Street, Petersham, up to two business days prior to the event and returned the day after the event.
Lost key charge	Deduction from the bond will be made to cover lost key charge as per Fees and Charges.
Noise levels	The hirer must ensure that noise levels are kept to an acceptable level in respect of neighbouring residents. Sound levels must not exceed 3dB above background noise at any time of the day. Amplified music is to cease at 10pm from Sunday to Thursday, and by 11pm or 12am (midnight) depending on the venue on Friday and Saturday nights.
Period of hire	The hall is available during the booked time of hire. Hirers must book time for setup, pack up and cleanup within their booked hire time. On-site storage is not available before or after hire.
Pesticide use	These are used at Council venues where necessary.
Public liability	Regular hirers (12+ bookings in a financial year) and any casual booking (less than 12 bookings in a 12 months period) made by an organisation (as opposed to an individual) must have their own public liability insurance coverage for \$20 million and provide a copy of their certificate of currency to Council at the time of booking. The policy should note the venue and address as well as Inner West Council – Petersham Branch as an interested 3rd party. This can be done by contacting the insurance provider. Unincorporated groups are not required to supply Public Liability Insurance.
Responsibility	The hirer is responsible for the maintenance of order during the event. This includes public safety, prevention of damage to the venue, emergency evacuation, noise levels, returning the venue to its permanent layout and in clean and tidy conditions. Failure to do so might result in all or part of the bond being withheld.
Restricted items	Smoke machines, candles, incense, matches, cigarettes, heaters and the like are not permitted. These will trigger the smoke alarms. The cost of Fire Brigade call out will be charged to the hirer. Chewing gums, fireworks, fires, matches, heaters, gas bottles, cigarettes, wall fixings, tape, nails, staples and the likes are strictly not permitted.
Sale of goods	The hall may not be used for the sale of products for profit without authorisation from Council.
Security	Council reserves the right for a Council officer to attend any function and may require the engagement of security personnel at the hirer's expense.
Sub-letting	The hirer must not sub-let the venue. This includes using your eligibility for a concession to book a venue to be used by someone else so that they can benefit from a discounted venue hire rate.