

# APPLICATION FORM AND CONDITIONS



## Hire of Fred Hutley Hall and Geddes Meeting Room

North Sydney Council is responsible for the hiring of its facilities to external users in the North Sydney local government area.

This form includes five sections:

1. applicant's details
2. hall set-up
3. indemnity / privacy and personal information
4. insurance details
5. conditions of hire

General information on the hire of Council facilities is available through Council's website at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

All sections of this application form must be completed before your application can be processed. Should you require further clarification, please contact Council's Booking Officer on (02) 9936 8200. Once applications are assessed, a BPOINT payment link will be emailed, upon payment received, a booking confirmation will be provided. Payment may be made by cash, cheque, Eftpos or credit card (Mastercard, Amex and Visa) at Council's Customer Service Centre, 200 Miller Street, North Sydney. Alternatively, a cheque may be mailed to the Customer Service Centre, North Sydney Council, PO Box 12, North Sydney NSW 2059. Please do not mail cash.

### FEES FOR 2024-2025

<b>Facility</b>	<b>Monday - Friday</b>	<b>Saturday &amp; Sunday</b>
Fred Hutley Hall	\$103.00 ph 8:30am - 6pm \$122.00 ph 6pm - midnight	\$144.00 ph 8:30am - 6.00pm \$169.00 ph 6.00pm - midnight
Geddes Meeting Room	\$ 86.00 ph 6pm - midnight	\$98.00 ph 8:30am - midnight
Garbage Bin hire	\$ 81.00 each	
Bond	\$600.00	
Late Fee (if applicable)	\$ 25.00	
Cancellation Fee	\$100.00	
Amendment Fee	\$ 25.00 per occasion	
Equipment hire:	Lectern	no charge
	Screen	\$10.00
	Microphone and amplifier	\$22.00
	Portable microphone	\$22.00
	Partitions	\$10.00 each

#### **Please note:**

- The above fees are applicable until 30/06/2025 (GST inclusive).
- Cancellation/Amendment Fees are non-refundable.

Once processed you will receive a booking confirmation within 7 working days.

The application must be finalised one month prior to the event date (this includes forwarding the certificate of currency and a completed page 7 from your service provider(s)).

\*Bookings can be accepted within one month but this will incur a \$25 late fee. No bookings can be accepted within 7 days of the event date.

**SECTION 1 - APPLICANT'S DETAILS**

Organisation/Individual: \_\_\_\_\_ ABN (if applicable): \_\_\_\_\_

(Note: Organisation. This needs to correspond with the details on the certificate of currency)

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Postal address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Hall/Room: \_\_\_\_\_ Purpose: \_\_\_\_\_

Date Required \_\_\_\_\_ Number of people: \_\_\_\_\_

Entertainment: \_\_\_\_\_ Number of bins required: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Number of Paid Service Providers: \_\_\_\_\_

Is a set-up required? If yes, please refer to Section 2 Yes  No

Is extra equipment required? Yes  No

If yes, please state equipment needed and quantity: (refer to page 4)

**Service Providers:**

Please tick the appropriate box that relates to the service that will be provided at the location on the day. If the name of the service provider is unknown it can be left blank (the details to be provided no later than one week before the event).

Paid Service to be provided	Name	Council Use Only		
		Indemnity	Insurance	Expiry Date
<input type="checkbox"/> Caterer				
<input type="checkbox"/> Musician				
<input type="checkbox"/> Guest Speaker				
<input type="checkbox"/> Photographer				
<input type="checkbox"/> Other				

I have read and understand the conditions (Section 5 of this form). I understand that if any of the conditions are breached, the permit may be cancelled.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

FOR COUNCIL USE	
<b>Fees &amp; Charges</b>	
Code: 251 Hourly Fee	Amount Paid:
Code: 253 Public Liability Insurance	Date:
Code: 249 Litterbin \$ x	Receipt No:
Code: 103 Bond:	Booking Reference No:
	Correspondence No:
Total:	Litter Bin Ordered:
Comments:	

## QUESTIONNAIRE

If you answer 'Yes' to any of the following, please provide details.

1. What is the purpose of hiring the facility?  
\_\_\_\_\_
2. Will the event be open to the public?  Yes  No  
\_\_\_\_\_
3. Will there be any form of payment, entry fee or a condition of entry?  Yes  No  
\_\_\_\_\_
4. Will the event be advertised?  Yes  No  
\_\_\_\_\_
5. Will food be served?  Yes  No  
\_\_\_\_\_
6. Will alcohol be served?  Yes  No  
\_\_\_\_\_
7. Will there be fundraising?  Yes  No  
\_\_\_\_\_
8. Will prizes be awarded?  Yes  No  
\_\_\_\_\_
9. Will there be any music/entertainment?  Yes  No  
\_\_\_\_\_
10. Will there be equipment/structures brought into the facility?  Yes  No

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 2 - SET-UP OF FRED HUTLEY HALL

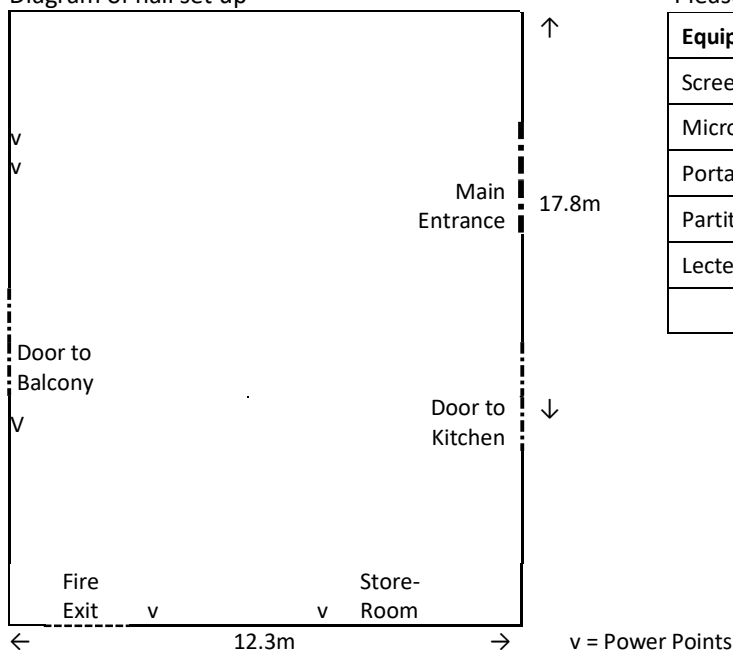
Council can set out the room for you at no extra cost. If you would like this service, please complete the section below and draw a rough layout sketch in the box.

N.B The equipment will be returned to storage after use.

I \_\_\_\_\_ of \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Do hereby apply to hire the above venue on: \_\_\_\_\_ Time: \_\_\_\_\_  
 For the purpose of: \_\_\_\_\_ Number of people attending: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Capacity: Meetings 220

Diagram of hall set up



Please tick item required

Equipment	Cost	Total
Screen	\$10.00	\$
Microphone and Amplifier	\$22.00	\$
Portable Microphone	\$22.00	\$
Partitions	\$10.00 each	\$
Lectern	No charge	
<b>TOTAL</b>		\$

Fees & Charges	Monday to Friday	Saturday & Sunday	Total
Fred Hutley Hall	\$103.00 per hour before 6pm	\$144.00 per hour before 6pm	\$
	\$122.00 per hour after 6pm	\$169.00 per hour after 6pm	\$
Geddes Meeting Room	\$86.00 per hour after 6pm* *not available for hire prior to 6pm	\$98.00 per hour	\$
Equipment			
Bond @ \$600.00			
		<b>TOTAL</b>	

<b><u>FOR COUNCIL USE</u></b>		
Booking No.:	Amount Paid:	Date:
Correspondence No.:	Receipt No.:	Approved by:
EPS19		

### **SECTION 3 - INDEMNITY**

This indemnity form must be completed and signed before a booking confirmation can be issued.

Name of applicant:

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(referred to hereafter as the Hirer) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this hire but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed:

Date:

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### **PRIVACY AND PERSONAL INFORMATION**

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of *Privacy and Personal Information Protection Act 1998*, *Government Information (Public Access) Act 2009* and North Sydney Council's Privacy Management Plan.

I have read and understand the Privacy Statement.

Signed:

Date:

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**SECTION 4 - INSURANCE DETAILS**

All hirers must have public liability insurance.

A copy of the Certificate of Currency must be included with the application at the time of lodgement.

**INSURANCE INFORMATION**

I hereby declare that (name of company/organisation/person)

\_\_\_\_\_

is the hirer of (name of venue)

\_\_\_\_\_

during the period from \_\_\_\_\_ to \_\_\_\_\_ on (date)

\_\_\_\_\_

is insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$20 million (AUD).

Name of Insurance Company:

\_\_\_\_\_

Public Liability Policy No.

\_\_\_\_\_

Period of Insurance from: \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_\_\_

Limit of Indemnity: \$ \_\_\_\_\_

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

(on behalf of)

## Service Provider's Indemnity and Certificate of Currency Details

This form needs to be completed by each **paid** service provider you have engaged in conjunction with your booking. This may include but is not limited to musicians, caterers, photographers etc.

**N.B.** A separate form is required for each service provider. If there are several providers in the one group and they are not covered by a group policy, then each member will need to complete a separate form.

Contact:	Email:
Business Name:	Mobile:
Service to be provided (e.g. photographer);	
Location of Event:	Date of Event:

The service provider hold North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the service provided and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

### **CERTIFICATE OF CURRENCY DETAILS**

#### **Insurance Details**

Complete this form, giving details of your public liability insurance.

#### **Insurance Information**

As a service provider I am insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$20 million.

Name of Insurance Company:	
Public Liability Policy No:	
Period of Insurance from:	to:
Limit of Indemnity: \$	

Location: Anywhere in the North Sydney Council area

Cover: The Insured's legal liability to the public in respect of personal injury and property damage.

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council.

Signed:	Date:
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**N.B.** A copy of the current Certificate of Currency and completed service indemnity form **must** be forwarded to Council no later than one week prior to the event date.

**APPLICATION FORM**



**BOND LODGEMENT**

**Bond Refunds (if applicable):** Refunds can only be refunded into a bank account (ie not directly back into a credit card)

<b>Applicant</b>			
Company Name / Individual:			
Address:			
ABN:		Contact No:	
Email address for remittance advice:			
<b>Category</b>			
<input type="checkbox"/> DA Bond/s <input type="checkbox"/> Carpark Debtor Account <input type="checkbox"/> Bookings <input type="checkbox"/> Advertising Permit <input type="checkbox"/> Contract <input type="checkbox"/> Access Council Property <input type="checkbox"/> Other (Please provide details) .....			
<b>Banking Details for Refund</b>			
I authorise the bond money to be refunded to bank account listed below			
Name: ..... Signature: ..... Date.....			
Account Holder Name(s):			
BSB Number:		Account number:	
<b>PRIVACY STATEMENT</b>			
<p>North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.</p> <p><i>I have read and understand the Privacy Statement</i></p> <p>Signed: ..... Date.....</p>			
<b>Bond Details (Office Use)</b>			
Name:			
Bond Type:		Trust ID:	Amount:
Property Address:			
Bond Description:			
DA Number / Reference Number:			
Entered By:		Memo Added to Authority:	
Date Bond Received:		Receipt Number:	
<p><b>Finance / NAR Office Use:</b>                  Check employee/company/individual has a creditor account already? Yes-update No- Create</p>			



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**SECTION 5 - CONDITIONS OF HIRE**

**1 ACCESS TO THE VENUE**

Council Rangers are responsible for opening and closing the venue according to the information supplied in your application form. Please ensure the correct entry and exit times are stated on the form and allow sufficient time for setting up prior to your event and cleaning afterwards.

**2 ACTS AND REGULATIONS**

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

**3 APPROVAL**

All requests are confirmed in writing and a receipt forwarded to you on approval.  
The Ranger Services Department will be advised of your booking one month prior to the event date.

**4 ALCOHOL**

Alcohol may be consumed at the venue but not sold. The hirer must obtain a liquor licence if alcohol is to be consumed at the venue. No alcohol is to be consumed at all outside the venue/foyers/verandahs.  
Alcohol can only be sold if the hirer obtains the relevant approvals and permits from the Liquor Administration Board and the local Police. Copies of relevant approvals must be provided to Council prior to the event.

A copy of this permit must be displayed in the foyer of the facility.

The licensee may only advertise in accordance with the licensor guidelines and must not promote any alcohol or tobacco products on the premises.

The sale, supply and/or consumption of alcohol in Council's facilities to minors are prohibited and will result in police action.

**5 AMENDMENT FEE**

Bookings that are amended after they have been approved in writing will incur an "amendment" fee.  
Amount Payable: \$25 (per amendment).

**6 ANIMALS IN CENTRE**

No animals shall be allowed in the centre except animals trained to assist people with disabilities.

**7 BBQS/NAKED FLAMES**

Under no circumstances shall there be any burners such as barbecues or spit roasts, fireworks or other inflammable materials, fog or smoke making devices allowed in any Hall/Room unless approved by Council.  
Spits and barbecues are permitted for use, outside the facility only.  
Candles are permitted only when concealed within a glass receptacle.  
Candles on birthday cakes are permitted under direct supervision of the licensee.  
Sparklers and/or naked flames are not permitted with the facility.  
Hirers will be responsible for all costs incurred if the smoke alarm/firm alarm is activated falsely due to negligence of misdemeanour by the hirer or persons under their control.

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**8 BOND**

All bookings require payment of a bond. The bond will be returned to you in full providing that all conditions of hire are met.

If the venue is not vacated at the end of the hire period a penalty hourly rate of \$100.00 will apply and will be deducted from the bond. Any costs incurred by Council for repairs, replacement of fixtures or fittings, or cleaning which are attributable to the hiring of a Council facility will be deducted from the bond. The bond will be forfeited in full if the building is sub-let.

**9 BOOKING A VENUE**

All bookings must be applied for in writing, by completing the application form and paying in full. Booking enquiries may be made during business hours at the Council's Customer Service Centre, 200 Miller Street, North Sydney or by phoning (02) 9936 8200 or (02) 9936 8427.

Bookings will not be confirmed until the application form and deposit have been received. On approval you will be sent a confirmation letter and Booking Confirmation/Receipt(s) within 7 working days.

The balance must be paid one week to (the nearest Friday) before the event. Please use the booking reference number in all correspondence with Council.

N.B. Your booking may be cancelled and your deposit forfeited if the balance is not received in time.

**10 CANCELLATIONS**

In the event of a cancellation \$100.00 will be retained by Council for administration costs. There is no refund if the booking is cancelled within one month of the event date.

**11 CATERING/KITCHEN**

The preparation of food and beverages shall be confined to the kitchens. Grease and food scraps are not to be washed down the sink and should be wrapped and placed in the garbage bin.

**12 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.

**13 CLEANING**

All venues hired must be left in a clean and tidy condition at the conclusion of the event. All cleaning equipment is to be supplied by the hirer.

Please note that in the case of damage or a venue left in an untidy condition, the Council reserves the right to deduct monies from the bond. If repairs are in excess of the bond monies held, you will be invoiced for repair and/or cleaning costs.

**Hire of Fred Hutley Hall and Geddes Meeting Room - Application Form and Conditions**

14      CONDITION OF HALL AT COMMENCEMENT OF BOOKING

It is expected that the Hall will be left in the condition suitable for immediate use at all times. When the Hall is considered unsuitable for use on arrival, the hirer should immediately notify Council (BH 9936 8200 AH 9936 8100). This will indemnify the hirer against any claim by Council for loss of property or damage to the building or grounds.

15      ELECTRICAL

The hirer is responsible for turning on and off any electrical items, except Zip hot water systems and fridges that, on arrival are already on. Any electrical equipment or appliances brought into the Centre by the hirer or their contractor/service agent or guest must be tested and tagged by a licensed electrician or person qualified to tag and test.

16      EXITS, AISLES AND PASSAGEWAYS

All passageways, aisles and exits shall be kept clear and useable to ensure public safety. Covering or putting any item in front of illuminated signs is strictly prohibited.

17      FIRE EXTINGUISHERS AND EQUIPMENT

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

18      FOOD AND DRINK

Under no circumstances is food or drink to be left in the fridges after your departure.

19      FUNCTIONS

Functions (i.e. birthday parties and weddings) are prohibited. No food or drink is to be served in the foyer areas. Ice must be kept in leak-proof containers. Decorations may only be hung from picture rails not from lights or fans.

20      FURNITURE SET UP BY HIRER

Hirers are responsible for arranging set up/pack up of the furniture required. At the end of the hire period the hirer is to return the furniture to the original position it was found (unless advised by Council otherwise).

The hirer is not to allow furniture or equipment to be removed from the Hall/Room or obtain furniture from other Halls/Rooms of the centre, unless approved by Council.

21      FIRST AID AND EMERGENCY PROCEDURES

Hirers are responsible for providing suitable first aid equipment as there is no first aid equipment located at the venue.

Emergency response procedures and evacuation diagrams can be found throughout each venue.

Hirers are responsible for familiarising themselves with the evacuation diagrams, emergency response procedures and location of firefighting equipment and for identifying them to event participants.

**Hire of Fred Hutley Hall and Geddes Meeting Room - Application Form and Conditions**

**22 GARBAGE BINS**

These are essential for any event where food and drink are served. Each bin caters for up to 30 guests.

**23 HIRING FEES**

Please note that Council's annual fee schedule is set at the beginning of each financial year. Any variation to this schedule may be advertised during the financial year and a revised fee charged. Council's full fee schedule can be viewed at [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

**24 HOURS OF USE**

Hiring times to include time required for setting up, dismantling, cleaning, etc. The hirer does not have access to the halls/rooms outside the approved hire period.

**25 INDEMNITY**

Hirers are to observe the provisions of any Act relating to Entertainment Tax or copyright, to indemnify Council and free it of any obligation in respect to the Acts.

**26 INSURANCE/CERTIFICATE OF CURRENCY**

A copy of the certificate of currency must be included with the application at the time of lodgement.

**27 LATE FEE**

A late fee (\$25.00) is payable if the booking is received within one month of the event date.

**28 MINIMUM AGE FOR HIRING A FACILITY**

The hirer must be 18 years or older, and will be responsible for the cost of repair of any damage or breakage during the term of the hire to any part of the premises, fittings or furniture, appliances or apparatus.

The hirer is responsible for the conduct of those attending the event.

Hirers are to abide by any reasonable direction given by any proper servant of the Council.

No intoxicating liquor is to be sold on the premises.

No cigarette advertising is allowed.

Ice must be kept in leak-proof containers.

No food or drink is to be served in foyer areas.

Hirers are to leave the premises as they find them. This includes wiping down any benches and kitchen equipment.

Any damage to the hall, kitchen or immediate environs will be costed and such cost will be deducted from the bond. Costs in excess of the bond amount will be payable on demand.

Amplified music is prohibited. Music sound levels are to be such as not to cause annoyance to occupants of neighbouring properties. Any breach of noise regulations may result in Council taking action under the Noise Control Act 1975.

In case of emergency during the period of hire, Council may be contacted and a Ranger will be on site as soon as possible.

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29 NOISE

Amplified music is prohibited. Music sound levels should be set so as to not cause annoyance to local residents. Please be considerate towards local residents and leave the building as quietly as possible.

30 OUTSTANDING

The outstanding document (e.g. completed service provider forms/certificate of currency etc) must be forwarded not later than one month prior to the event date.

31 PUBLIC SAFETY

The hirer is responsible for the conduct of their guests during the hire period. The Council is not responsible for any loss or damage to property belonging to guests within the venue during the hire period. The Council also reserves the right to have any person(s) removed from the venue if it appears likely that the person(s) will cause damage and/or injury to other persons or property. No items should obstruct fire exits or stairways during the hire period. No fireworks are permitted at any venue.

32 PROBLEMS ON THE DAY

Please contact Council immediately if you experience any problems. If you need to contact ranger urgently telephone 9936 8100 (i.e. Council's main switchboard number).

Calls made to this number outside business hours will be diverted to an off site call centre (which is based outside the North Sydney Council area). The operator will pass a message to the ranger on duty.

33 SMOKING

In accordance with the Smoke-free Environment Act 2000 and Council's Smoking in Public Places Policy smoking is prohibited within four metres of the pedestrian access point to public buildings. Penalty notices may be issued to any person who fails to comply with these terms.

All Council venues are smoke-free and no smoking is permitted inside the building. Smoking is permitted outside the venue, but the hirer is responsible for ensuring all cigarette butts are collected and removed. The hirer is responsible for ensuring that no smoking is permitted in any Council facility.