



COMMUNITY FACILITIES MANAGEMENT

COMMUNITY VENUES CASUAL HIRE PROCEDURES (TERMS AND CONDITIONS)

TRIM 224351.2017



COMMUNITY FACILITIES MANAGEMENT
Community Venues Casual Hire Terms and Conditions

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Liverpool City Council is committed to delivering high quality services and venues that are accessible to all and which meet the needs of the general community.

- 1 Purpose/ Objectives**
 - 1.1 The purpose of this procedure is to set out the process of and terms and conditions of hiring Council's Community Facilities.
 - 1.2 This procedure ensures that Council's facilities are accessible to all community members as individuals or groups and a mix of social and community functions are held at each facility.

- 2 Scope**
 - 2.1 This procedure covers the conditions of hire for Council's Community Facilities available for hire on a casual basis. The granting of agreements for longer periods through licences or permanent hire agreements does not form part of this procedure.

- 3 Definitions**

Casual Hirer: A hirer who books a Council venue once or a few times throughout the year (maximum 10 bookings per calendar year).

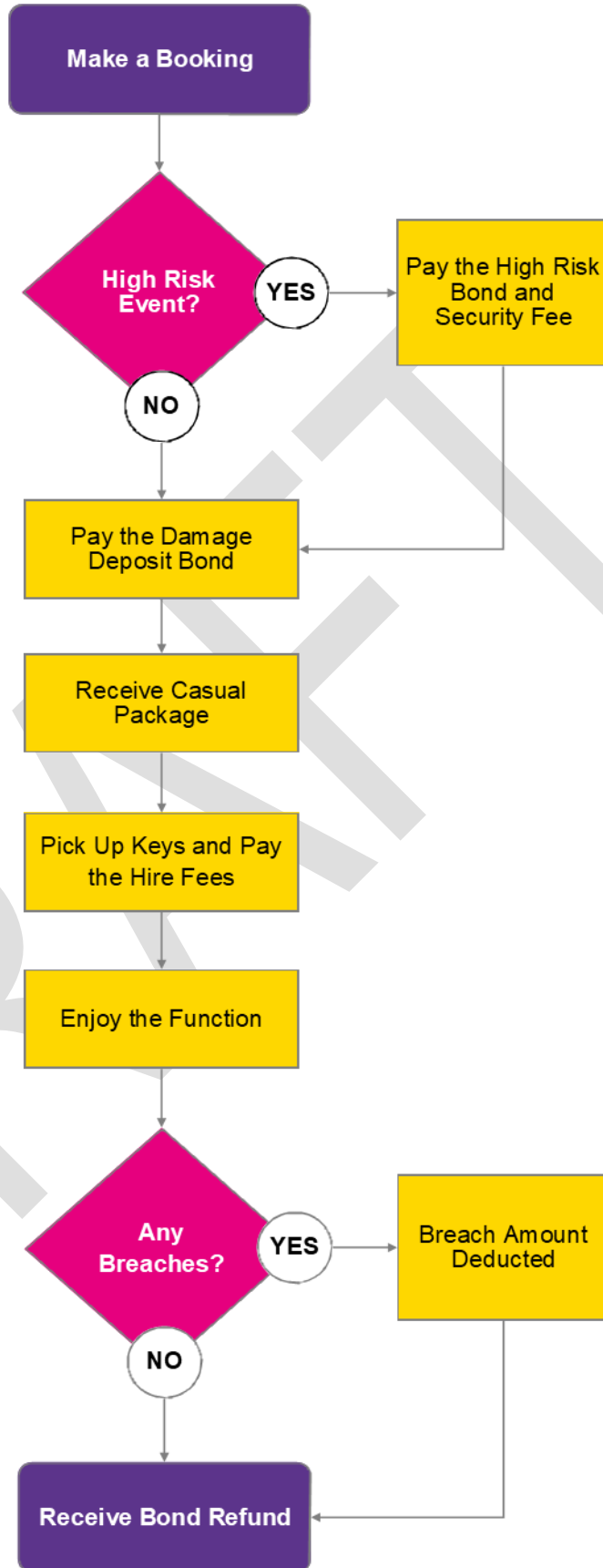
Permanent Hirer: A hirer who books a Council venue regularly throughout the year (more than 10 bookings per calendar year).

Community Organisation: A not-for-profit (NFP) society, association or club established for community service purposes except political or lobbying purposes.

Event: A planned public or social occasion.

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4 Booking Process



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- 5 Breach of Hire Terms and Conditions**
- 5.1 Failure to comply with the requirements set out in the conditions of hire will be regarded as a breach of the hiring agreement. Council has the right to sue for recovery of any amount due in respect of such breach and/or to cancel all or any such bookings.
 - 5.2 The hirer is responsible to pay for any fees incurred as a consequence of their usage of the facility.
 - 5.3 Fees will automatically be deducted from the hirer's damage deposit. If fees exceed the bond, an invoice will be sent to recover the remainder.
 - 5.4 Failure to make payment within 14 days may result in Council referring the matter to their debt recovery agent.
 - 5.5 In the event of any dispute or difference arising during the hire period, or as to the interpretation of these conditions, or of any matter or thing contained therein it will be referred to the Internal Ombudsman whose decision shall be final.
 - 5.6 Disputes must be received in writing to Community Facilities Management.
- 6 Cancellations and Changing of Booking**
- 6.1 Cancellation of a booking must be made in writing to Community Facilities Management. If more than 28 days' notice is given the hirer shall pay a cancellation fee (Refer to Statement of Revenue Policy for the current financial year). If less than 28 days' notice is given the hirers shall forfeit the bond or hire fee (whichever is the lesser).
 - 6.2 Changes must be made in writing to Community Facilities Management. Only one free change of date is allowed; proceeding changes will incur an administration fee for each time. A minimum two working days' notice is required, and only a maximum of three changes only per booking is allowed.
- 7 Casual Inspections**
- 7.1 The hirer is encouraged to do a casual inspection of the community venue before making a booking. Casual inspections can be arranged by contacting Council on 1300 36 2170.
 - 7.2 Community venues can be inspected on Mondays to Thursdays between 8.30 am and 3.30 pm, with the exception of Carnes Hill Community Centre, which can be inspected between 8.30 am and 3.00 pm.
- 8 Cleaning and Leaving the Facility**
- 8.1 The hirer must ensure that all lights, fans, air-conditioners and cooking appliances are turned off, windows closed and all doors locked and alarm armed prior to leaving the venue.
 - 8.2 Cleaning equipment such as mop, bucket and broom are provided, however no vacuum cleaners are provided.
 - 8.3 Where there is carpet in the facility or its foyer, hirers are to clean up as best as they can.
 - 8.4 The hirer must leave the venue in a clean condition. Floors are to be swept, damp mop any spillage, clean and tidy kitchen and toilets after use. The entire floor must not be mopped as this will damage it.
 - 8.5 The hirer is required to ensure that tables, chairs, kitchen benches, ovens and fridges are wiped down with a damp cloth.
 - 8.6 The kitchen and toilets are to be swept and mopped clean.
 - 8.7 Tables and chairs are to be cleaned and neatly returned to the storage area; furniture must not be dragged across the floor.
 - 8.8 Air-conditioners can only be used when all windows and doors are closed. The system will cease operation automatically after two (2) hours but to conserve energy hirers are asked to turn it off when not required. Air-conditioning systems must be turned off prior to locking the venue.
 - 8.9 The hirer is responsible for all their rubbish, which should be placed in plastic bags in the large bins provided outside the facility. Waste must NOT be placed on the ground adjacent to the bin.
 - 8.10 Where the waste bins are full to capacity the hirer is responsible to remove their waste from the venue.

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- 8.11 Hirers will incur a removal fee if they fail to remove their waste as per Liverpool City Council's Revenue Statement (fees and charges).
- 9 Community Organisations**
- 9.1 A Community Organisation refers to an incorporated organisation that has a charitable status and principally provides community services for the aged, disabled, youth, children, families and multi-cultural communities.
- 9.2 Organisations seeking a not for profit rate will be required to send their request in writing and provide proof of their status as a community organisation through the provision of either a copy of their certificate of incorporation stating the above or a copy of their Australian Charity and Not for Profit Commission registration, as well as a copy of their Certificate of Public Liability. This applies to both funded and unfunded community organisations.
- 9.3 Requests must be made a minimum of two weeks prior to the booking date.
- 9.4 Damage deposit bonds and the casual hire terms and conditions still apply.
- 10 Electrical Equipment**
- 10.1 Power outlets are 10amp; any appliances/or combination of appliances used must not exceed the rating of the outlet.
- 10.2 Double adaptors/multi plug in power boards and heating appliances are not permitted.
- 10.3 Hirers are to turn off any power outlets at the end of their function with the exception of refrigerators.
- 10.4 Carnes Hill Community Centre is fitted with projectors and screens that can be accessed using the keypads and AV ports in each room of the centre. For more information refer to the Carnes Hill Community Centre User Guides on the Council website.
- 10.5 No connection of or interference with the electrical installation, lighting effects or other properties and for the use of any apparatus for broadcasting or otherwise is allowed without prior approval from Council.
- 11 Fire Equipment**
- 11.1 Fire extinguishers are provided in Council facilities as a requirement by law for safety measures.
- 11.2 Unlawful use of the fire extinguisher or fire hoses is strictly prohibited. Misuse of this equipment will result in a penalty fee and the discontinued use of Council facilities.
- 11.3 The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing equipment will be deducted from the bond.
- 12 Hirers Conduct and Responsibilities**
- 12.1 The hirer is responsible for the conduct of all patrons/guests at their function and must ensure that no disorderly or unlawful behaviour is permitted in connection with the use of the venue in/or around the venue, parking areas and surrounding areas. Parking of vehicles is not permitted on footpaths or on grassed areas surrounding the facility. The hirer will be responsible for any damage or inconvenience caused vacating the premises and will be charged accordingly.
- 12.2 No spitting, obscene or insulting language, disorderly behaviour or damage to property shall be permitted in any part of the building.
- 12.3 The hirer must comply with all relevant legislation and/or direction from Council and Police regarding nearby residential properties, vehicle car parking and wandering of guests onto private land.
- 12.4 If the venue is located in a residential area, it is expected for the hirer to be aware of and respect the residents in surrounding houses. Noise must be kept to a minimum at all times in the immediate area. The level of noise must not inconvenience surrounding residents and hirers are to keep facility doors closed during their function.
- 12.5 Vehicles should not obstruct access to driveways or restrict parking in the street. If the centre has a car park available, this must be used.

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- 12.6 Payment for any damage will be the hirer's responsibility. Where breaches occur that require extra costs to Council – including but not limited to: staff, services and equipment – forfeit of bond and any other additional costs per quote for works to be undertaken.
- 12.7 The venue and car park must be cleared as soon as the booking is finished.
- 12.8 The hirer must comply with the Public Health Regulation 2012 with regard to funerals.
- 12.9 The Charitable Fundraising Act 1991 requires that an organisation intending to fundraise for charitable purposes must hold a license to fundraise. This is obtainable from NSW Fair Trading - phone 9895 0011 or www.fairtrading.nsw.gov.au. One of the following documents is required: copy of the Certificate of Incorporation from the Department of Fair Trading or An authority to Fundraise from the organisation.
- 12.10 No selling of items is permitted.**
- 12.11 The hirer must avoid using social media websites to advertise their function and/or party. The hirer must notify Police immediately if there is any trouble with uninvited guests. It is the hirers' responsibility to ensure that the centre is safe and secure.
- 12.12 Misrepresentation and/or failure to disclose correct or all information pertaining to the booking – including but not limited to: nature of the function, identity of person making the booking (bookings can only be made by persons aged 21 years over), exceeding the capacity of the centre, and consumption of alcohol on the premises – forfeit of bond and other additional costs per quote for works to be undertaken.
- 13 Hirer's Obligations**
- 13.1 The setting up, stacking and storage of tables, chairs and other equipment is the responsibility of the hirer. For safety reasons, chairs must not be stacked more than eight chairs high or placed in front of cupboards or equipment which others may need to access later. Chairs and tables must be returned to the allocated storage space provided. Furniture or equipment required, other than that already provided, must be supplied by the hirer at the hirer's expense and shall be the liability of the hirer.
- 13.2 Any type of furniture or equipment should be moved by carrying and not by dragging. Trolleys should be used where provided.
- 13.3 Signs may not be displayed by hirers except on noticeboards where provided. Any non-complying signs or notices may be removed, with the cost of removal deducted from the bond.
- 13.4 Decorations: .Items included but not limited to drawing pins, nails, screws, hooks or adhesive tape must not be used to affix decorations to walls, floors, timber work or fittings. All decorations are to be removed after the event (including any blutac or similar that has been used). If any items remain, the cost of removal may be deducted from the bond. Balloons must be tied down and not allowed to rise to ceilings otherwise removal costs may be incurred. No decorations are to be affixed to the operable walls or acoustic ceiling at Carnes Hill Community Centre.
- 13.5 Ladders are not supplied by Council. The hirer will need to provide a ladder if required for decorating. Standing on tables and chairs to affix decorations is prohibited.
- 13.6 The use of party items including but not limited to confetti, glitters, sprays, poppers, streamers and rice is not permitted.
- 13.7 The hirer is responsible for any breakages, theft or damage caused to the facility.
- 13.8 No smoking is permitted within any Council venue. It is the responsibility of the hirer to ensure this condition is strictly enforced. Any cigarette butts in the surrounds of the building are to be collected and placed in the garbage bins provided.
- 13.9 Council venues are multipurpose with different flooring surfaces that may include concrete, wood, ceramic and vinyl tile, linoleum and others. The

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hirer must monitor floors during their use and address any spills on floors in all areas of the facility.

13.10 The use of roller skates, roller blades, skateboards, scooters or other mobile sports equipment in the community centres is prohibited.

13.11 No pets or animals are allowed in or around the facility with the exception of assistance animals as defined by section 9 of the Disability Discrimination Act 1992.

13.12 Prohibited Items – including but not limited to: Barbeques, gas bottles, open flames, pyrotechnics, portable stoves or ovens, smoke machines, kerosene or spirit type lamps, spit roasts or kegs must not be used within the facility or within the surrounding grounds. Failure to comply with the requirements will be regarded as a breach of hiring agreement. Candles may only be used if secured in a glass (or similar) e.g. tea lights that will contain the flame if knocked over and which will prevent wax from dripping on tables and floors. No fire of any type may be lit in the surrounding grounds of the venue.

13.13 The use of large pieces of equipment including but not limited to mobile cool rooms, wood fire pizza ovens, cotton candy machines and mobile play centres will need to be approved by Community Facilities Management. If approved, a copy of the provider's Certificate of Public Liability will be required.

13.14 The use of jumping castles is not permitted inside the venue or adjacent car park. Jumping castles must be placed outside on a grassy area and be powered by its own generator. No cables must be run from the centre to power the jumping castle. A copy of the provider's Certificate of Public Liability will be required. Due to restrictions, only select centres have space outside for a jumping castle; the hirer is responsible for checking that the centre grounds have adequate space. Jumping castles cannot be placed in the parking lot of the centre. Jumping Castles are not permitted in the following facilities: Carnes Hill, Green Valley, Hinchinbrook, Hilda M Davis, Liverpool, Seton, Moorebank and Wattle Grove Community Centres.

13.15 For further information regarding permissible placement of items within the exterior or interior of the building please contact Community Facilities Management. Council has a register for all its assets detailing information about the buildings. It is available upon request by contacting Community Facilities Management on: managementf@liverpool.nsw.gov.au.

14 Insurance and Indemnity

14.1 It is recommended that all hirers take out appropriate Public Liability Insurance for no less than ten million dollars (\$10,000,000); the policy must be endorsed noting the use of Liverpool City Council facilities and the purpose for which the facility is to be used. Where food or drink may be served it is recommended that the Policy carry a products liability extension.

14.2 Neither the Council nor its representatives shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

14.3 All personal property, goods and equipment brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement.

14.4 Please note all hirers are responsible for the care and control of their own property or personal effects. Loss or damage to such items is not covered by Council's insurance policy.

15 Keys and Alarm Procedures

15.1 Keys and alarm procedures will be issued once the hire fees have been paid. No hirer shall enter the premises prior to the time stated on their

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Hiring Agreement. Lost keys will incur replacement charges. This will be deducted from the damage deposit bond.

- 15.2 Weekend Use: Keys and/or swipe tags are to be collected on the Friday prior to the booking or last business day prior to the weekend between the hours of 8.30am and 3.00pm from Council's Customer Service Centre at Ground Floor 33 Moore Street, Liverpool. Keys are to be returned on Monday or the next business day (if public holiday applies following the weekend booked date) between the hours of 8.30am and 3.00pm.
- 15.3 Weekday Use: Keys and/or swipe tags are to be collected on the day of the function or the last business day before the function between the hours of 8.30am and 3.00pm from Council's Customer Service Centre at Ground Floor 33 Moore Street, Liverpool unless other arrangements are made with Council. Keys are to be returned the next business day between the hours of 8.30am and 3.00pm.
- 15.4 Photo identification is required on collection of keys.
- 15.5 A letter of authorisation from the hirer must be presented should the hirer not be able to collect the keys.
- 15.6 Failure to pick up and/or return keys during the hours stated would result in a fee being charged and/or the function being cancelled.
- 15.7 The hirer will pay the Council for any expenses incurred in connection with the replacement of keys and/or locks where keys are not returned.
- 16 Liquor/Alcohol**
- 16.1 If the consumption of alcohol is intended, an Consumption of Alcohol on Liverpool City Council Venues Application Form must be completed.
- 16.2 This form is attached to the confirmation email sent to the hirer as part of the Casual Hire Terms and Conditions, or can be obtained at www.liverpool.nsw.gov.au/services/community-venues.
- 16.3 The application form must be signed and stamped at the police station nearest to the venue no later than 15 days prior to the function. A copy must be provided to Council no later than 5 working days prior to the function. If this form is not completed/provided, Council reserves the right to cancel the booking, at which point cancellation fees will apply.
- 16.4 NSW Police has systems in place to provide guidance regarding security at hirer's functions and procedures to register the location and date of the function. This information pack can be obtained from the local police station or online at www.police.nsw.gov.au/hot_topics/safe_party_
- 16.5 In accordance with the Liquor Act 2007, alcohol must be consumed in a responsible manner at all times. Alcohol must not be sold on the premises at any time.
- 17 Maintenance and Emergencies**
- 17.1 If a building fault occurs during the hire period e.g. water, sewerage or electricity; the hirer must contact Council immediately on 1300 36 2170 (after hours service).
- 17.2 All breakages and any damage must be reported to Council's Contact Centre on 1300 36 2170 as soon as possible.
- 18 Payments**
- 18.1 The refundable damage deposit bond and any applicable high risk bond and security fees are to be paid at the time of making the booking.
- 18.2 The hire fee must be paid prior to use of the venue on collection of keys. If such fees are not paid, bookings will be cancelled and the venue can be re-booked to other users. The hirer will be responsible for any cancellation fee incurred.
- 18.3 If the function is classified as high risk, the hirer will be required to pay an additional high risk bond for all community centres. High risk events include: birthday celebrations – 15th to 40th birthdays inclusive, weddings and receptions, engagements, hens and bucks parties, Christmas parties (outside of the Council closure period) and any other function that Community Facilities Management determines as a high risk. Full high risk bond payment is required at time of booking.

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- 18.4 Bonds and hire fees are charged based on Council's Revenue Policy. Council's fees and charges are subject to change as of 1 July each financial year. For a full list of the current fees and charges, visit www.liverpool.nsw.gov.au.
- 18.5 Bond and fees may be paid by cash or credit card in person, over the phone or online on the Council website (refer to instructions on the invoice). Credit card payments will incur a 0.8% surcharge. No personal cheques will be accepted.
- 18.6 Hirers shall have their damage deposit bond and high risk bond (if applicable), pending no breaches, refunded within 21 business days after keys have been returned to Council and once venue inspection reports have been completed.
- 18.7 Any breach charges to hire conditions will be deducted from the hirers bond.
- 18.8 If the bond and/or high risk bond was paid by credit card, the bond will automatically be refunded into the credit card used.
- 18.9 If the bond and/or high risk bond was paid by cash, debit card or by other means, the bond will be refunded by electronic funds transfer. The hirer will supply banking details at the time of key collection or booking of the venue. Banking details should match the recipient name on the bond payment receipt. All banking details will need to be provided in writing.
- 18.10 In the event that the banking details do not match the recipient's name on the bond payment receipt, the Confirmation and Undertaking section on the Casual Hire Agreement must be filled out by the recipient and witnessed. This signifies that the undersigned is permitted to authorise refund of the bond into the given account.
- 18.11 In case of an emergency, an election (such as State, Federal/Local), or specialised Council event/s, casual bookings may be cancelled by Council to allow for cleaning or maintenance, and if possible an alternative venue offered or full refund of any fees paid. No other compensation will be given.
- 19 Permission to Occupy**
- 19.1 The hirer is only entitled to the use of the particular community venue booked as per the date and time set out on the Casual Hire Agreement. Council reserves the right to permit any other portion of the building to be hired for any other purpose at the same time.
- 19.2 The hirer shall not sub-let the facility or transfer the hiring to another.
- 19.3 The capacity of the venue must not exceed the number of people attending the venue. Council venues are designed to accommodate a limited amount of people. Based on the venue's size, the amenities, equipment etc. and the Fire Safety Regulations.
- 19.4 Where there is more than one room or hall within a building, hirers need to be aware that Council may hire all rooms to various groups.
- 19.5 Where there is more than one group within a building, hirers need to be understanding and co-operative with each other.
- 20 Safety/First Aid**
- 20.1 It is the responsibility of the hirer to provide adequate first aid requirements relative to the activity being undertaken.
- 20.2 It is the responsibility of the hirer to read and abide by the Emergency Evacuation Plan located on the wall within the venue hired, and to familiarise themselves with the location of all fire exits at the venue. The hirer is also responsible for ensuring that all persons involved in their activities are familiar with the Emergency Evacuation Plan.
- 21 Security**
- 21.1 Special conditions may be imposed for some types of events, including additional security requirements. The hirer will be required to pay an additional security fee when hiring the Chipping Norton Recreation Centre (The Lakes Boatshed), Cecil Hills Community Centre and Wattle Grove Community Centre on all evenings of the week.

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- 21.2 The security fee also applies to all high risk events in the evening – (15th to 40th inclusive parties) adult functions, weddings, engagements, hen’s buck’s parties, receptions and any other function that Community Facilities Management determines as a high risk. Full payment of the security fee is required at time of booking. The facility guard is engaged for the last four hours of the function and is engaged for the preservation of Council’s facilities.
- 21.3 Facility guard fees are non-negotiable.
- 21.4 The facility guard’s duties are to report to the hirer upon arrival, enquire after any issues that need to be reported, patrol the external area of the building, ensure that people who are leaving do so in an orderly manner, and assist the hirer in arming and locking up the facility. The facility guard is not to act as a bouncer or RSA marshal at the event. Should any problems arise they will report them to the security company’s control room, who will inform the relevant authorities and request for any assistance necessary.
- 21.5 All hirers of the facilities in Liverpool should assess their individual need for security, taking into account the nature of the facility, the age and number of attendees and other relevant factors, and consider whether the hirer may need to engage security staff. The selection and engagement of any security is a matter between the hirer and the firm engaged (at the hirer’s cost).
- 21.6 In the event that the function becomes out of control, the hirer is responsible for shutting down the function and arranging for guests to vacate the facility as a duty of care.
- 22 Shared Spaces**
- 22.1 Council’s community centres are multipurpose venues designed to accommodate all members of the community. Please note that hire for a room at a council venue does not grant exclusive use over shared spaces (foyers, outdoor areas, etc) of the centre.
- 22.2 Where there are shared spaces hirers are asked to consider and respect other hirers and/or members of the community who may be utilising the space at the same time.
- 22.3 For the balcony at Carnes Hill Community Centre, hirers are allowed to utilise the following spaces:
- Hirers who have the Function Rooms – the space where doors at the rear end of Function Room 1 open onto the balcony and around toward the kitchen and side gate
 - Hirers who have the Meeting Rooms – the space where doors at the rear end of the foyer open onto the balcony
- 23 Terms and Conditions of Hire and Use**
- 23.1 Council’s community facilities are closed during the end of year closure, Christmas Eve, Christmas Day, Boxing Day, New Year’s Eve and New Year’s Day inclusive. No casual bookings are allowed at this time.
- 23.2 The Hirer may only use the function room booked for the purposes shown on their hire agreement. Penalty fees apply if the room is used for a different purpose other than what was originally stated on the booking. The specific function room(s) booked may be used only for the day(s) and time period confirmed to the hirer. Any time required for setting up or cleaning at the end of the function must be included in the period booked. Entry to the premises outside agreement hours will be regarded as a breach and incur charges.
- 23.3 All hirers are required to complete the casual hire agreement and sign the appropriate declarations.
- 23.4 The hirer must be 21 years of age and over - proof of age will be required. No facility can be used unless suitable adult supervision is present at all times during the hire period. Supervision is mandatory and needs to be planned and organised by the hirer, e.g. parties for 21st and under must be supervised by responsible adults, preferably parents, for the entire hire period. The hirer must disclose what planned supervision has been

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- organised. Should the hirer not be able to provide the information, hire of the facility can be refused.
- 23.5 The stated maximum capacity of the venue must not be exceeded at any time due to Work Health and Safety legislation, fire evacuation requirements, preservation of venue and to minimise noise and disruption to nearby residents.
- 23.6 Council reserves the right to refuse any hirer the use of a venue where the responsible Council officer believes the booking to be contrary to the public interest or due to non-disclosure or the supplying of misleading information.
- 23.7 Only two dates for a casual booking can be requested at any one time. A bond is payable for each booking and is non-transferable.
- 23.8 No bookings will be accepted less than fifteen (15) days prior to the booking date for any function that will be serving alcohol. No bookings will be accepted after 9.00am Thursday or the second to last working day leading into the weekend for any function that will not be serving alcohol. Minimum two days' notice is required to request a casual booking.
- 23.9 No tentative bookings will be accepted.
- 23.10 To allow for social functions, no permanent bookings from community groups are accepted from 3.00 pm to midnight on Fridays, and after 3.00 pm Saturdays to 11.00 pm Sundays. However, Council reserves the right to refuse permanent usage on Saturday mornings depending on the facility's demand for private functions.
- 23.11 Hirers who use any Council facilities collectively more than 10 times in a calendar year will be considered a permanent hirer (for insurance purposes) and must provide a copy of their Public Liability Insurance policy with coverage for no less than ten million dollars (\$10,000,000) to Council. For more information on permanent hire visit www.liverpool.nsw.gov.au or contact 1300 36 2170.
- 23.12 Sporting ovals, parks and recreational areas adjacent to any community centre are not for hire under these terms and conditions. Further information on booking a park can be obtained by calling Council's Customer Contact Centre on 1300 36 2170.

AUTHORISED BY: Chief Executive Office

EFFECTIVE FROM: April 2018

DEPARTMENT RESPONSIBLE:
Community Facilities Management
City Community and Culture

REVIEW DATE: April 2020

THIS PROCEDURE HAS BEEN DEVELOPED IN CONSULTATION WITH
City Community and Culture business units

REFERENCES:
NSW Police Safe Party Practices www.Police.Nsw.Gov.Au.Liverpool
NSW Liquor Act 2007
Disability Discrimination Act 1992
NSW Charitable Fundraising Act 1991