



1-5 Woodburn St
Redfern 2016
Phone: 0419 424 808

Venue Hire Agreement Form - Casual Hire

Privacy Statement

The information requested by Woodburn Creatives on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Woodburn Creatives is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact Nathan Kaw on 0419 424 808

Hirer details				Booking Number			
Name / Organisation of Hirer						ABN	
Contact person							
Contact numbers			Home/Work		Mobile		
Email address				Preferred Communication method		Email <input type="checkbox"/>	Phone <input type="checkbox"/>
Address of Hirer							
Space being hired		Common Area <input type="checkbox"/>		Studio <input type="checkbox"/>	Studio Number		
Type of function							
Day of hire		Date(s) of hire			Start time		Finish time
External Contractor or Entertainment		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type of entertainment			Total Hours
Ticketed Event		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Ticket Price	\$	Commercial/for profit events 10% surcharge applies	
Hire fee (GST incl)					Bond (GST incl)		
Maximum number of people attending					Security fee(GST incl)		\$
Alcohol will be provided		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcohol will be BYO		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date due for payment							
Maximum number of persons allowed in the facility (Office use only)						80 persons	
For safety reasons this venue has a set maximum number of people allowed in the hall. The hirer must not under any circumstances allow this maximum number to be exceeded.							
I am 18 years of age or over and understand that I am responsible for paying all the fees and charges for the hire of the hall. I have read the Conditions of Hall Hire and agree to comply with them. I declare that all information supplied by me is true and correct.							
Print name in full							
Signature of applicant					Date		
Identification (sighted or provided)							
Signed on behalf of Woodburn Creatives (Office use only)							
Name							
Signature					Date		

Conditions of Venue Hire

Please sign at the bottom of each page to confirm that you have read and understand the following guidelines.

USE OF FACILITY

- The venue must only be used for the purpose stated on the application form.
- The Hirer must not sub-let the venue and Woodburn staff must have access to the hall at all times.
- The Hirer is responsible for the conduct and behavior of all persons attending their function. This includes both inside and outside of the hall.
- All persons entering Woodburn Creatives property do so at their own risk.
- The Hirer is responsible for familiarising themselves with the Evacuation Plan on display at the hall, including the location of emergency exit doors, before commencing any activities.
- Emergency exits must remain clear at all times.
- The Hirer must only use the hall within the times of your booking or additional costs will apply. If extra time is required for preparation purposes, you must notify Woodburn Creatives management. At least 14 days' notice must be provided for changes to be made to the booking.
- Special conditions may be imposed for some types of events including, but not limited to additional security requirements, traffic control plans, safe work method statements and/or event safety plans.
- Please inform Woodburn Creatives of any entry fees or fundraising tickets being sold for the function.
- Prior to using the venue please inform Woodburn Creatives of any damage or required maintenance e.g. a broken chair or table, inadequate cleaning, missing or broken equipment (including cleaning items).
- No fire, including fire performances and ceremonies, are permitted within the venue or surrounding grounds at any time. Fireplace only to be used by staff.
- Any activities or equipment that may cause the smoke alarm to activate are not permitted, Fire Brigade fees will be payable by the Hirer.
- No graffiti art or spray painting is to be conducted within the venue or surrounding grounds.
- Decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations they must not be fixed to the wall with anything that will mark, scratch or damage the surface in any way unless approval is given by Woodburn management.
- Woodburn Creatives does not insure any goods or equipment that is brought into the hall or left in the hall by the Hirer or their invitees. Woodburn Creatives will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- The event must not be openly advertised without prior, written consent from Woodburn management. This includes advertising via the internet including social media and forums.
- Continued abuse of the conditions of hire will lead to cancellation of rights to book Woodburn Creatives in the future.
- Woodburn Creatives has the right, if necessary, to refuse to accept a booking for a hall or to cancel a booking that has already been made and refund the hiring fees. If this action is taken Woodburn Creatives will not be liable for any loss or damage.

Hirer's signature: _____

NOISE

- The level of noise must not inconvenience surrounding residents. The *Protection of the Environment Operations Act 2017* advises the time restrictions when noise should not be heard in a habitable room in a neighbour's residence. For specific times please refer to <http://www.cityofsydney.nsw.gov.au/live/report-local-issues/noise/neighbourhood-noise>

SMOKING & ALCOHOL

- Smoking is not permitted inside the venue.
- Smoking must be kept in the designated smoking area.
- For private functions such as socials, weddings and parties where people bring their own liquor or liquor is served free, Woodburn Creatives requires the engagement of security guards where alcohol is present.
- Only charitable organisations are allowed to sell liquor at a Council hall. You must apply to the Independent Liquor & Gaming Authority for an Application for Limited licence – single function at least 28 days before the function. Please refer to www.licence.nsw.gov.au for further information, regulations and fees. A copy of the *Limited licence – single function* must be provided to Woodburn management before usage of the space.

SECURITY GUARDS

- Woodburn Creatives requires the engagement of one management appointed security guard for every 50 people attending a function where alcohol is present. This cost must be paid by the Hirer in addition to the hire fees and bond.
- Security guards must be present from prior to the commencement of the function up until the end of the hire period.

CLEANING

- Please consider time required to set up, tidy and clean the hall when choosing your hire period as Hirers will not be permitted to remain in the hall after the finish time specified in the Agreement.
- All of our halls have a mop, a bucket and a broom but you will need to provide your own surface spray cleaner along with sponges/paper towels to clean spills on table tops and chairs.
- All the tables and chairs must be cleaned before you pack them away neatly.
- All ovens must be wiped clean and any crumbs and leftover food is to be removed.
- The floor needs to be swept and spills mopped up.
- The Hirer is advised to bring extra garbage bags as all rubbish must be bagged, tied up and put in council rubbish bins.
- Failure to clean the venue will result in a deduction in your bond refund.

Access to Facility

- The Hirer can collect the keys on the working day before your booking between 8.30am and 5.00pm.
- Keys must be returned to Woodburn Management before 4:00pm on the next working day after the booking.
- A fee applies for each day or part thereof that keys are not returned.
- If the Hirer is unable to return the keys and/or swipe card personally, a friend or relative may return on the Hirer's behalf.

Leaving the Facility

- When you leave the venue ensure that you lock all doors, turn off all the lights and electrical appliances (**except for the fridge**).

Hirer's signature: _____

