

UNANDERRA COMMUNITY CENTRE

(Unanderra, Figtree Area Residents Association Inc.)

Phone 024271 2213 Fax 4271 1571

ABN: 70 648 320 608



P.O.Box 294
Unanderra NSW 2526

Cnr Princes Highway & Factory Road
Unanderra NSW 2526

Conditions of Use & General Information

Hello and welcome to the Unanderra Community Centre (UCC). Wollongong City Council (Council) and The Unanderra, Figtree Area Residents Association (UFARA) are pleased to provide this Centre for use by the general community for functions, activities and meetings.

As staff have limited hours at the Centre, UCC entrusts to the hirers the care and safety of the building and persons using it. To assist hirers with this and to ensure everyone enjoys the use of this Centre, UCC has established conditions of use as outlined in this document.

Please do not hesitate to ask the Booking Officer specific questions that will assist you in making your time at this Centre an enjoyable experience.

ABOUT THE CENTRE

Located on the Corner of Factory Road and Princes Highway Unanderra, the Centre is accessible by both public and private transport. There are two halls for hire.

MAIN HALL

Length 15.3 metres

Width 8.65 metres

SEATING CAPACITY:

100 theatre style

100 table seating

Table Size: 1800mm . 750mm;

seats 6/8 persons

KITCHEN:

Domestic Fridge

SMALL HALL

Length 12.1 metres

Width 5.8 metres

SEATING CAPACITY:

70 theatre style

70 table seating

Table Size: 1800mm . 750mm;

seats 6/8 persons

KITCHEN:

Bar Fridge

1. APPLICATIONS.

Application for hire are to be made on the form provided and must be signed by a person aged 21 years or over.

The hirer must remain in attendance and is responsible for Centre security, safety of guests and for supervising all activities during the hire period.

2. REGULAR BOOKINGS.

Regular hire on a Saturday evening is restricted to two consecutive weeks unless a further application has been approved.

3. HIRE FEES.

Halls will be available for hire at the fee levels stated in Unanderra Community Centre's current Fees and Charges Schedule. This schedule is reviewed and adopted in July of each year.

Bookings made prior to any increase in fees will not incur these increases. Please ensure that the hire period allows for you to set up, dismantle and clean up. Setup and cleaning time is counted as part of your hire period.

4. DEPOSIT AND BOND. (Casual Hirers)

A security bond of \$300 is required to confirm all bookings. In addition, a deposit of 50% of the hire fee is required to be paid at least 24 hours prior to the day of hire.

The remaining 50% is required at the time of key collection.

The bond will be refunded within two weeks from the date of hire provided the hirer has complied with all Conditions of Use.

Please take note:

Payment by cheque is acceptable if paid more than a month prior to the hire date.

However, if paying less than a month of the hire date, bond is payable in cash only. No facility for credit card payments is available.

5. HOURS OF USE.

Hire period is to finish at midnight unless prior approval is received from Unanderra Community Centre. You do not have access to the Centre outside your specified period. The centre is to be vacated before 1:00 am as the alarm system will automatically activate at this time.

6. ADDITIONAL COSTS.

The hirer will be responsible for any costs that may be incurred as a consequence of using the Centre.

Additional costs will include, but are not limited to:

| | |
|---|---------------------------------|
| Kitchen Area left untidy | \$25 |
| Stack chairs facing wall. Tables /chairs not stacked away | \$25 |
| Excess rubbish not placed in Cleanaway bin (outside) | \$25 |
| General cleaning | \$25 |
| Fail to disarm/ arm alarm | \$75 (per response by security) |
| Heater/stove/oven pilot left on | \$75 |

Broken window – Cost to replace
Broken door – Cost to repair/replace
Damaged paint work – Cost to repair
Damage to floors – Cost to repair
Equipment/ Fixtures – Cost to repair

Regular user groups – Additional costs will be added to your quarterly statements.

Casual users - Additional costs will be deducted from the security bond. If the total costs exceed this amount, an account for the outstanding costs will be sent to the hirer.

Further additional costs may be charged for 'high risk activities', payable prior to the hire period, including but not limited to:

- Double bond payment.
- Hire of licensed security guards.

7. CANCELLATION (Casual hirers)

A fee of \$50.00 will be retained if a hirer cancels a booking unless:

- The area booked is re-hired or
- At least one month's notice is given.

Any payment in excess of the fee will be refunded.

Unanderra Community Centre reserves the right to cancel any booking which falls on a Government election day, or at any other time when the Centre is required for legal, statutory or civic requirements by Wollongong Council. If this happens, Unanderra Community Centre will refund all payments, but will

not be liable for any loss incurred by the hirer.

8. MULTI PURPOSE CENTRE.

Different groups may use the other areas of the Centre at the same time as your hire period. Hirers shall be respectful toward other users and shall not interfere or disturb their activities.

9. ENTRY/EXIT FROM CENTRE.

Hirers are responsible for opening, closing and security of the Centre. Keys are issued to hirers for access to the Centre on the following conditions:

- Key(s) are to be picked up and returned as negotiated with the Unanderra Community Centre.
- The signatory is fully responsible for the key(s) and must ensure they are not given to any other group or person.
- The key(s) are not to be labeled in any way with reference to the Centre.
- If the key(s) are not returned, the hirer will be responsible for the cost involved in replacement. This may include the cost of having new key(s) cut for other user groups.
- An additional bond is required if the key(s) are lost before the hire period and a new set is required to be cut.
- The booking officer (42712213) is to be contacted in the event of key(s) being lost or stolen.

10. CENTRE SECURITY.

Hirers must ensure that the building is totally secure on exit. This includes turning off lights, heaters, ovens and fans, locking all windows and doors and setting the alarm.

11. SAFETY & SECURITY.

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

In the case of fire or similar emergency, evacuate the building and dial 000 on a phone outside the Centre.

12. EXITS AND PASSAGEWAYS.

All passageways, aisles and exits shall be kept clear and useable to ensure public safety.

13. CLOSURE OF DOORS AND / OR REFUSAL OF ADMISSION.

For safety and security reasons Council &/ or UCC may at their discretion cause the entrance doors to the Centre to be closed and/ or refuse admission to any person. Council and/ or UCC may terminate any function that has become disorderly.

Council reserves the right to impose additional conditions to those listed here, if there is a history of risk or damage to Centres, by similar activities.
See point 6 Additional Costs.

14. CONDITION OF CENTRE AT START.

It is expected that the Centre will be left in a condition suitable for immediate use at all times. Where the Centre is considered unsuitable for use on arrival, the hirer should immediately notify UCC on 4271 2213 and leave a message, this will indemnify the hirer against any claim by UCC for loss of property or damage to the building or grounds.

15. USE OF FURNITURE.

The hirer is welcome to arrange tables, chairs and other furniture as required providing they are returned to their original position before leaving. The hirer is not to allow furniture or equipment to be removed from the Centre or to be relocated between halls.

16. PRIVATE PROPERTY.

All goods, materials or property brought into the Centre must be removed by the end of the hire period, and are the responsibility of the hirer.

17. CLEANING.

Cleaning equipment is provided in the area near the toilets. Prior to leaving, any spillage of food, liquid or other material is to be removed from all surfaces. Equipment and furniture is to be wiped over with a damp cloth if necessary. The floor is to be left clean.

Basic Cleaning equipment provided in/near locked cupboard as you enter toilet area. Please leave key on hook for general access and safety.

18. TOILETS.

The toilets should be left in a clean condition at the end of the hire period suitable for immediate use.

19. RUBBISH REMOVAL.

All garbage is to be placed in the blue waste container behind the Centre. If garbage exceeds the waste container's capacity then it must be taken away by the hirer.

20. CATERING/KITCHEN.

The preparation of food and beverages shall be confined to the kitchen area. Grease and food scraps are NOT to be washed down the sink. Caterers and others must leave the kitchen in a thoroughly clean condition.

21. BUILDING DECORATIONS AND EQUIPMENT.

No changes shall be made to any area without the approval of UCC. This includes affixing decorations or equipment, painting or marking any surfaces etc.

22. BURNERS AND FIREWORKS.

Under no circumstances shall there be any burners such as barbecues used inside the Centre. Spit Roasts are NOT to be used at all.

Under no circumstances shall there be fireworks or any other flammable materials, or smoke making devices, used inside the building or Centre grounds.

23. ELECTRICAL.

The hirer is responsible for turning on and off any electrical requirements. The exception being the refrigerators and instant hot water, (where applicable) which are to remain switched on.

24. LOSS AND DAMAGE.

The hirer will be held responsible for, and be required to make good, any loss or damage to property or furniture, appliances or fittings. UCC accepts no responsibility for any loss or damage to any property whatsoever belonging to either the hirer or any person attending the function.

25. INDEMNIFICATION AND INSURANCE.

The hirer shall indemnify Council and UCC, and its servants against any claims, costs or penalties whatsoever that may arise from the hirer's negligence during the period of hire at the Centre.

The hirer must obtain **suitable Public Liability Insurance** covering their activities for the period of the hire. It is required that the hirer provide the Centre with a copy of the Certificate of Currency.

26. ALCOHOL IN CENTRE OR GROUNDS.

If alcohol liquor is being sold during a booking the hirer must obtain and show proof of the relevant license from the Licensing Court of New South Wales.
LICENCING COURT OF NSW
Ph. (02) 9995723

If the booking involves the consumption of alcohol, the person selling and the alcoholic liquor must be trained in the Responsible Service of Alcohol (RSA) under the Liquor Act 1982 & Liquor Regulations 1996 and Council reserves the right to notify the Police Licensing Unit of the activity.

27. SUB-LETTING.

Sub-letting any part of the Centre is absolutely prohibited and will not be recognized under any circumstances.

28. LOST PROPERTY.

Official representatives of UCC are the only persons authorized to enter, examine and search the Centre for lost property. UCC accepts no responsibility for any items left behind at the end of a booking. Any lost property recovered by any person is to be lodged with the UCC office.

29. ACTS AND REGULATIONS.

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

30. CHILD PROTECTION LAWS.

If your activity involves children aged up to and including 18 years old, you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

31. ADVERTISING.

Advertising is permitted only on boards provided for this purpose. UCC approval is required prior to the erection of advertising signs.

32. SMOKING IN CENTRE.

Smoking is not permitted in any part of the Centre.

33. SALE OF MERCHANDISE.

The sale of retail or wholesale products or any direct merchandising is not permitted in the Centre.

The Centre shall not be used for Auction Sales other than those conducted on behalf of the UCC.

34. OUTSIDE FIXTURES IN GROUNDS (Jumping Castle etc.)

Hirers must provide Unanderra Community Centre a copy of:

1. public liability policy for use of fixture;
2. Proof of 'Conduct risk assessment prior to event'; and
3. Safe Works Method statement.

Anything pegged into the ground must be scanned before the event and documents submitted to Unanderra Community Centre and fixture (e.g. Jumping Castle) provider. It is the responsibility of the hirer to dial "Contact before you dig" phone: 1100; fax 1300652077.

34. DISPUTES.

In the event of any dispute arising as to the meaning of any of these terms and conditions, or between the hirer and any representative of UCC, the decision of Council or delegated representative shall be final.

35. ANIMALS IN CENTRE.

No animals shall be allowed in the Centre except animals trained to assist people with disabilities, or if UCC grants special approval.

36. DISORDERLY CONDUCT AND NOISE.

The hirer shall take all reasonable steps to prevent disorderly conduct in the

Centre and grounds throughout the period of the hire and when leaving the Centre. **Noise levels are to be kept to a minimum at all times to avoid disturbance to neighbouring properties.**

The use of any sound amplification outside the Centre is strictly prohibited. **All sound equipment must be turned off by 11.30pm** and the hall must be cleaned and vacated by 1am.

The hirer shall comply with the requirements of the Protection of the Environment Operations [POEO] Act 1997 [Part 8.6 Section 276], that covers noise control.

EMERGENCIES

Should an emergency occur involving window breakage or if the building cannot be secured, hirers should follow the emergency instructions displayed throughout the centre.

Hirers are not to leave the building until it is secured.

Please contact:

OZTECH SECURITY

PH: 42 26 0000

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and Factory Road**

UNANDERRA NSW 2526

PO Box 294

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Website: <http://UCC.OnTheNet.As/>