

# Application for Hiring THE COAST CENTRE Venues as of May 1, 2024



COAST CENTRE CONTACT - GENERAL MANAGER, LINDA MEARING 0409 743 166

- ☐ NORTH HALL -  
Heritage Bldg Pine, Curie & Darwin Aves
- ☐ SOUTH HALL -  
Heritage Bldg Pine, Curie & Darwin Aves
- ☐ COTTAGE HALL -  
Cnr Pine & Ewing Aves

- ☐ KITCHEN -  
Heritage Bldg Pine, Curie & Darwin Aves
- ☐ FRANGIPANI ROOM -  
Art Wing, Curie Ave
- ☐ HIBISCUS MEETING ROOM -  
Art Wing, Curie Ave

Please tick the facility you require:

*Before returning this form, please ensure all current and required documentation relevant to your booking & organisation are attached to your application. Incomplete applications may not be processed.*

I (name) .....  
of (address) .....

Venue on (day)..... (date) .....  
from ..... a.m/p.m to .....a.m/p.m  
for the following type of function (full particulars)  
.....

Number of persons attending:.....

Telephone Contact: Private:.....Business:.....

Mobile: .....

Email: .....

## EQUIPMENT REQUIRED

No of Tables ☐

No of Chairs ☐

Crockery ☐

## CATERING

Hirer to Arrange ☐

External Catering Required ☐

Stage Removal Required ☐ \$1000  
Fee

### Note to Hirers

The Coast Centre can arrange catering if required.

**CHARGES ARE SET OUT ON PAGE 4**

**PAYMENTS MUST BE MADE 10 DAYS PRIOR TO THE BOOKING DATE.**

Equipment Requests must also be finalised 10 days prior to the Event Date.

I remit herewith the sum of \$.....representing:

- ☐ Cash
- ☐ Cheque
- ☐ EFT Little Bay Coast Centre for Seniors Inc  
BSB 062 198  
Account Number 2800 1288

Hiring Charges Includes GST : .....

Date.....

Bond: \$850.00 .....Date.....

=====  
TOTAL \$  
=====

Please note that the venue will be opened for you by Coast Centre staff in time for your booking.

PRIVACY – Personal details requested on this form are being collected and will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Coast Centre may not be able to process your application. Access to the information is restricted to Coast Centre officers and other authorised people.

IDENTIFICATION:

Driver's Licence No: ..... OR Passport No: .....

FREQUENTLY ASKED QUESTIONS

- Q. How big is the **Cottage Hall**?

A. Approximately 200sq metres with a stage, fans, heaters, toilets and kitchenette (*microwave, fridge and hotwater*)
- Q. How many people can be seated in the Hall?

A. 100 in theatre style
- Q. What size are the Tables?

A. 180cm x 76cm Bi-fold trestle tables.
- Q. How many people can be seated at 1 table?

A. Four to Six (Six = two at each end if needed)
- Q. Is there parking available?

A. Yes, in surrounding streets.  
*The grassed area surrounding the Cottage must NOT be parked on under any circumstances.*

PLEASE READ CONDITIONS ATTACHED THOROUGHLY

CONDITIONS RELATING TO HIRING OF COAST CENTRE ROOMS, GALLERY AND HALLS FROM MAY 1, 2024

1. The Venue is let only on the conditions set out herein and the payment by any person of any sum by way of fees for such Venue and the issue to any such person by or on behalf of the Coast Centre of any receipt for such sum shall be deemed to be acknowledgment and acceptance by such person of the conditions and stipulations contained herein.
2. The Coast Centre expressly reserves the right in its absolute discretion to refuse to accept any engagement and the Coast Centre shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
3. All engagements are accepted conditionally upon compliance of all conditions of hire. The hirer will be responsible for any claims legally payable for Copyright Fees or Performing Rights and undertakes to indemnify the Coast Centre in respect of any obligation or claims.
4. The hirer hereby grants the Coast Centre an indemnity and releases Coast Centre from all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which Coast Centre 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 venue.
5. Individuals, groups and organisations which hire Coast Centre premises or facilities for activities which involve children under 18 years must comply with the requirements of the relevant Child Protection legislation.
6. 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](http://www.kids.nsw.gov.au). These guidelines contain forms including delegations and consents which must be made by prospective employees.
7. The hirer is responsible for the cost of making good any damage caused to the buildings,furniture or fittings arising out of and in the course of his or her engagement, reasonable wear and tear alone excepted.
8. Should it be deemed necessary, the Manager may require the hirer to lodge a sufficient deposit that will compensate the Coast Centre against cost of cleaning any exceptional litter which may be occasional or in making good any damage caused or which might be anticipated and if such deposit is not lodged, the Manager may refuse to accept the engagement already made in terms of Clause 2.
9. Chewing gum, fireworks or any other article deemed by Coast Centre’s authorised officer to be objectionable or the placing or throwing of matches, cigarettes, cigars, etc. on furniture, fittings, floors or elsewhere than the receptacles provided is expressly prohibited.
10. ANIMALS SHALL NOT BE BROUGHT INTO THE PREMISES. No animals are to be tethered to the perimeter fence.

**CONDITIONS RELATING TO HIRING OF COAST CENTRE ROOMS, GALLERY AND HALLS FROM MAY 1, 2024**  
**Contd.**

11. ALCOHOL may not be sold on the premises but may be consumed on the premises as part of the event or function catering
12. Nails, screws or any other fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings. The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structures will not be allowed unless with the permission of an authorised Coast Centre Officer.
13. Smoking is prohibited within the venue and surrounding premises.
14. Any electrical equipment brought into the venue, ie. cd player, heater, fan, must have current testing and tagging evidence before being used within venue.
15. The Venue and outside grounds must be left by the hirer in an 'as found' condition and all goods, properties or materials brought in by the hirer or representative must be removed from the premises before the time to which the Venue has been engaged, failing which they will not be released until a charge for handling and storage is paid.
16. Caterers or other persons using the Kitchen must leave the same in a thoroughly clean condition. All goods or properties required by Caterers may be brought in sufficiently early to enable them to satisfactorily arrange their work and must be removed together with any litter or waste matter before the expiration of the booking, failing which they will not be released until a charge for handling and storage has been paid. In any case deemed necessary or desirable, the Manager may require payment by the hirer of an appropriate deposit to ensure compliance with these Conditions before such Caterers will be allowed access to the premises.
17. Caterers must vacate the Kitchen before the time to which the Venue has been engaged on any occasion, unless payment is made by the hirer on or before the date of the engagement at the set rate for extended use.
18. The hirer must make themselves aware of the emergency evacuation plan and assembly point.  
**All emergencies should be reported to emergency services by calling "000".**
19. If all fees and bonds are not paid in full prior to the proposed use, the tentative booking will be cancelled and the Venue may be re-let and the Coast Centre venue will not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.
20. CANCELLED ENGAGEMENTS – In the event of any cancelled booking of the Venue, at least five (5) days written notice is required prior to the reservation date/s. If cancellation occurs less than 5 days prior to the event, the fee will be 50% of the booking fee.
21. Amendments to dates, times, location, etc of any existing reservation will incur the amendment fee as listed below.
22. Equipment or furniture cannot be brought into the Venue without permission.
23. Equipment cannot be stored at the Venue without permission. Storerooms or lockers cannot be used without permission. Equipment stored with permission is at the hirer's risk.
24. Hire of the Venue is only for the time period that is agreed to. Set up and pack up must be included in your hire time.
25. Incidents or damage must be reported to the Coast Centre Manager.

CONDITIONS RELATING TO HIRING OF COAST CENTRE ROOMS, GALLERY AND HALLS FROM MAY 1, 2024  
Contd.

26. Hirer is responsible for all visitors to the Venue. If there are intruders, then you must call the Police.
27. CLEANING: Hirer must clean the kitchen, sweep the floor.  
Waste material must be **taken away** from the property
28. No locks or locking devices can be used on the premises without the prior permission of the Centre Manager.
29. INSURANCE: Incorporated bodies, sporting clubs, associations of any kind or profit making or commercial activities will be required to have a current Public Liability Insurance policy. Cover must be for \$10,000,000, must be in the name of the hirer and must be sighted prior to any confirmation of a booking.
30. Casual Hirers (not covered by the above) if hiring exceeds 10 days over any 12 month period must have a Public Liability Insurance Policy.
31. Phone numbers and addresses for regular hirers must be kept current.
32. Children must be supervised by an Adult at ALL times.
33. No inflatable devices such as 'bouncy castles' and or other pillows are to be used on or within the premises. Such devices may be set up in the grounds around the premises
34. The use and operation of the premises venue must not give rise to an 'offensive noise', as defined in the Protection of the Operations Act 1997 and Regulations or result in a public nuisance.

Venue Hiring Fees for Coast Centre Venues - From May 1, 2024  
*Monday to Thursday 8:00am - 9:00pm : Minimum Booking 2 hours - Weekly Total*

Private or Commercial Users	\$60.00 + gst per hour
Small Group Meetings < 20 people	\$60.00 + gst per hour
Large Group Meetings > 20 people	\$100.00 + gst per hour
Casual Non-Profit / Charity / Hobbyists	\$48.00+ gst per hour* Prices Negotiable
Regular Non-Profit / Charity /Hobbyists	\$40.00+ gst per hour

COTTAGE - Cnr of 15 Pine Avenue and Ewing Avenue, Little Bay

**AVAILABLE SUNDAYS ONLY**

**Minimum Booking of 5 Hours**

**Cottage Booking (5 Hrs) - \$850+gst**

Additional Hours - PER HOUR	\$100 (includes GST)
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**FLAT FEE for 1/2 day bookings only (Maximum 5 hours)**

**\$850+gst**

Rubbish Removal Charge - **\$20 per bag payable**  
if waste/rubbish is not removed by hirer within hours of hire agreement

**North Hall Main building - Available SUNDAYS ONLY (including kitchen & cleaning)**  
**\$2000+gst (For minimum 5 hrs - \$100 for each additional hour)**

CONDITIONS RELATING TO HIRING OF COAST CENTRE ROOMS, GALLERY AND HALLS FROM MAY 1, 2024  
Contd.

Parties claiming non-profit/charity rate must provide, prior to hire, a Notice of Endorsement for Charity Tax Concessions from the Australian Taxation Office.

BOND  
\$850.00 GST Free  
Pre-payment is required for all bookings.

My Bank Details for the Refund of my Security Deposit is

BSB \_\_\_\_\_ Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

- ☐ 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 Coast Centre’s Terms and Conditions of Hire for a Community Venue, and I agree to be bound by them.

Applicant’s Signature: ..... Date: .....

