

Shell Cove Community Centre

Cnr Hinchinbrook Dr & Southern Cross Blvd, Shell Cove
Telephone: 4221 6111

ALCOHOL FREE VENUE – NO ALCOHOL TO BE BROUGHT ONTO OR CONSUMED AT THIS FACILITY

FACILITIES PROVIDED

Chairs	50
Tables	10
External covered deck (no smoking)	

- a fully equipped kitchen can be accessed by all hirers which includes a sink, stove, microwave, fridge, oven, dishwasher and an insta-boil water system
- air conditioned
- disabled access including portable disabled access ramp
- disabled toilet facilities
- car parking
- some crockery and cutlery provided

Shell Cove Community Centre is not available to hire for private parties, anniversaries, weddings or similar events.

SHELL COVE COMMUNITY CENTRE CONDITIONS OF HIRE

1. **Smoking is prohibited in Council buildings, including halls at all times.**
2. **Hirers must be 18 years or older. Proof of age may be required before Council confirms the booking.**

3. **Public Liability Requirements:**

Regular Hirers

A Regular Hirer is one who hires the hall for more than 12 bookings in a 12 month period.

The Club/Corporation/Event Organiser/Community Group must provide documented evidence of a current Public Liability Policy:

- indemnifying and naming Shellharbour City Council

and

- the policy must state that cover is 'Australia Wide' or 'World Wide' (minimum cover \$20M).

The insurance must cover the whole time the hall is hired including set up, the duration of the function and dismantling.

Casual Hirers

A casual hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.

Casual hirers must either:

- provide their own private Public Liability Insurance. The policy must state that cover is 'Australia Wide' or 'World Wide' (minimum cover \$20M)

OR

- effect cover under Council's Casual Hirers Insurance by paying the appropriate Facility Overhead fee. This fee is payable for each booking date for a maximum number of 12 bookings in a 12 month period. To effect insurance cover under Council's casual hirers policy, the booking must be made in the name of an individual.

4. **Security**

Council at all times reserves the right to insist upon security if we believe it is warranted for any hiring. Security guards must hold a current 1AC licence that they must display at all times when on duty.

The hirer must provide the name of the security firm in their application.

5. Council forwards name and contact details of all hirers to Lake Illawarra Police Station for use in case of emergencies.
6. The licensed maximum building capacity for Shell Cove Community Centre is **50 people**.

7. The hirer of Shell Cove Community Centre must obtain **written approval** from the Police Services (NSW) if it is intended to take liquor into the hall for resale purposes. This application to the Police Department should be made at least 14 days prior to the use of the hall. Proof of consent must be supplied to Council prior to use of the hall.
8. A deposit of 10% of the hire charge must be paid **at the time** of booking. The balance of the hire charge must be paid **30 days before the function** is held. **No refunds** will be made for bookings that are cancelled within 30 days of the function (where applicable).
9. A combined damage security and cleaning bond must be lodged two weeks prior to the booking.
10. **The function must end at the approved finishing time. An additional 45 minutes cleaning time is allowed after the approved finishing time.**
11. The hall must be left clean and tidy, with all chairs stacked and tables folded and returned to initial storage area.
12. The kitchen including stove/s, oven/s and bench tops must be left clean. Cleaning supplies are provided and located in the laundry.

Additional cleaning required after use of the hall and/or kitchen will be deducted from the bond. Where a bond is not required and the hall and/or kitchen is not left clean and tidy the hirer will be charged for any additional cleaning costs.
13. The hirer is responsible for the behaviour of everyone attending the function including ensuring that:
 - attendees do not cause disturbance or damage to neighbours or neighbouring properties
 - our facilities and equipment are not abused
 - there is no standing on tables and chairs
 - tables and chairs are not taken out of the hall.
 - A call out fee will be withheld from the bond for failing to secure the building/facilities/amenities/turning off lights
14. Council reserves the right to refuse a 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 Council. In these instances, Council will refund all payments made but will not be held liable for any loss incurred by the hirer.
15. No decorations are to be fixed in any way to any part of the hall, including walls, ceilings, lights and fans. The hirer of the hall shall be responsible for cost of repairs for any damage caused.
16. We review hiring charges annually, so any charges quoted are subject to alteration.
17. Continuous bookings must be renewed before 1 November for the following calendar year.
18. We retain the right to take legal action if at any time it's deemed necessary.
19. Advertising is permitted only on the boards provided.
20. Sale of retail or wholesale products including direct merchandising is not permitted in the centre without the express consent of Council.

21. **Music**

If the hirer/licensee proposes to play live or recorded music on Council premises the hirer/licensee must provide Council with either a copy of the necessary licence for the playing of that music issued under the *Copyright Act 1968* or a letter from the appropriate collecting society stating that no licence is required, no less than seven days before the use of the premises.

Licences are obtained from the Phonographic Performance Company of Australia Ltd.

SHELLHARBOUR CITY COUNCIL HALLS SAFETY INFORMATION

Burners and Fireworks

22. Under no circumstances shall there be any burners such as barbecues or spit roasts, fireworks or other flammable materials, or smoke making devices used inside the hall. Fireworks in the grounds are not permitted unless approved by Council.

Evacuation Procedures

23. The hirer is responsible for evacuating the hall in the case of an emergency and shall:
- inform attendees on arrival what to do in an emergency (ie exit points, assembly area, etc)
 - arrange for attendees to leave the building in the case of an emergency
 - ensure that attendees proceed to the nearest designated assembly area
 - conduct a head count to make sure all attendees have evacuated the building
 - ensure that attendees do not return until advised by the Fire Brigade.

Hirers will be responsible for all costs incurred in the case of a false alarm due to negligence or misdemeanour by the hirer or persons under their control.

Evacuation plans for Shellharbour City Council Public Halls are available from Customer Services, Level 1, Lamerton House, Lamerton Crescent, Shellharbour City Centre and Council's website.

Fire Extinguishers and Equipment

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

Exits, Aisles and Passageways

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