

Glenbrook Hall

Booking Request

2 Ross Street, Glenbrook NSW

Glenbrook Hall Bookings
managed on behalf of
Blue Mountains City Council by



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COVID-19 BOOKING CHANGES

Under the Public Health Orders you must have a COVID-19 Safety Plan to help you keep your attendees safe. This plan is to be made available to Council if requested.

To access a guide and template go to nsw.gov.au/covid-19/industry-guidelines/community-centres-and-halls

Principal Hirer (Person must be over 18 years of age)

Company/Organisation (if applicable)			
First Name		Last Name	
Address Line 1			
Address Line 2			
Town		Postcode	
Phone 1		Phone 2	
Email			

Booking Details

Start Day & Date		End Day & Date	
Start Time		Finish Time	

Recurrence Frequency:

No Weekly Monthly

Day(s) of Occurrence:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Details of days, start and finish times (if over multiple consecutive days or monthly bookings):

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Is the organisation a Non-Profit Group?

Yes - **If yes, please attach supporting documentation.** No

Do you require use of the piano?

Yes No

Type of Function:

Public Private

Primary Purpose:

Class/Tuition/Seminar Meeting Exhibition / Sales Social Function
 Rehearsals Performance / Presentation Other

Event Description

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Estimated No. of people (if known)

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Predominant age group of attendees

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Will Alcohol be Present?

If alcohol is present you will need a liquor permit from NSW Police.

If alcohol is for sale you will need to obtain a liquor licence.

A copy of this documentation will need to be provided prior to key collection.

Yes No

Terms and conditions of hire

Uses/activities that are not permitted are:

1. Any other activity other than the function stated
2. The drilling of holes, nails, tacks or other such materials that cause permanent damage to the building, its fixtures and fittings
3. The use of adhesive tape on the floor, walls or ceiling
4. The use of exposed/naked flames including BBQs (unless specifically requested and permitted)
5. Pets on the premises or surrounding grounds (unless specifically requested and permitted. For example – a petting zoo may be permissible)
6. Smoking on the premises
7. Outdoor banners/signs unless permitted on an existing sign or obtained under separate approval
8. Liquor unless appropriate permits/licences are provided to Council
9. Loud live or recorded music. (The hall is not sound proof). You may be required to turn volume down if levels are unacceptable.

The Principal Hirer is accountable and responsible for:

1. Ensuring that all fire exits are kept clear at all times and fire regulations are strictly adhered to
2. Any damages that occur to the facility, its grounds and/or equipment during use, ensuring the stated capacity of the facility is not exceeded and that vehicular parking, entry and exit does not cause safety issues or nuisance to surrounding areas
3. The hiring of security guards when required (1 security guard per 50 people)

4. Ensuring that electrical articles/leads that are brought onto the premises have been tested and tagged by a qualified electrician
5. Seeking and obtaining other licences/permits/approvals that may be required for the event
6. The use of portable ladders, scaffolding or elevated platforms in accordance with WorkCover NSW requirements including operator permits
7. Returning the premise to a clean and tidy state
8. Turning off equipment and securing the building
9. Payment of venue hire must be paid no later than one week prior to hire date.
10. All cheques are to be made payable to **Glenbrook Cinema**. (*Glenbrook Cinema pays hall hire fees to Blue Mountains City Council supplying details of all hirers as required.*)
11. Notice of cancellations must be received no later than 5 days prior to booking date.
12. A fee may be charged for insufficient notice of cancellations.
13. **Collection & Return of Keys and Payment Times at Cinema:** It is the hirers responsibility to arrange a suitable time with Glenbrook Cinema for both payment of fees and collection and return of keys. **To avoid being turned away or asked to wait**, please check with Glenbrook Cinema at least 7 days in advance so as not to collide with cinema session start times. Keys are to be returned as soon as possible.
14. All damages, breakages etc. are to be reported to Glenbrook Cinema.

Note: As Principal Hirer you have direct responsibilities:

- a) Under the *Work, Health and Safety Act* to ensure safe work practices are followed. To minimise risk, ensure that any contractor or commercial operator engaged as part of the event holds a current liability /workers compensation certificate and/or appropriate licences.
- b) Where the production and service of food forms part of the event *Food Safety Standards* must be met. If a commercial caterer is engaged ensure that they hold current product/public liability.

Council reserves the right to cancel access to a facility for an event. In extreme circumstances this may occur with limited notice. In such instances and where possible every effort will be made to accommodate the event on an alternate day or in another (suitable) Council managed venue.

Failure to comply with these terms and conditions could cause a future request for the hire to be refused and the booking already made to be cancelled. The bond may be forfeited.

Public Liability

Individuals or groups and / or Sporting Clubs, Incorporated bodies, Associations and Commercial for profit businesses who charge a fee for service and / or an admission fee, are required to provide a Certificate of Currency with a public liability of \$20,000,000 as evidence of separate insurance.

In consideration for the use of the facility, the Principal Hirer agrees to indemnify Glenbrook Cinema and Blue Mountains City Council against any claims caused by negligence of the hirer in connection with the use or occupation of the premises. This insurance shall not apply to negligence of the Council.

Certificate of Currency:

- Copy attached
 Not applicable
 I confirm I have a COVID-19 safety plan in place for my activity

Signature of Applicant

Date

Save this PDF and send as an attachment in email to HallHire@glenbrookcinema.com.au
 Alternatively, print out completed form, sign and deliver in person to Glenbrook Cinema.