

Community Centre Hire Application

Details of Applicant [Hirer]

The applicant must be an owner or named tenant [lessor] of a Hunterford Estate property and will be legally responsible for them and their guests complying with Community Association DP270218 Hire Application Terms and Conditions. The applicant [hirer] must be **present** and **contactable** at all times for the duration of the event via the phone number provided below:

First Name	Last Name	Phone Number [M]	Email Address
Address			Lot Number

Event Details

The Community Centre **must not** be used for commercial or user pay events.
 Third party providers [to the event] must be disclosed along with copies of their certificates of currency for public liability insurance and work cover, and relevant licences/permits and registrations.
 Events for youths under 18 must have an adult present at all times.

Booking Date	Start Time	End Time	No of Guests	Supervision [<18]	Supervisor's Name	Supervisor's Mobile
				yes / no		
Proposed Activity						

Third Party Service Providers

It is the responsibility of the applicant [hirer] to ensure all third party service providers including food vendors/caterers/mobile food trucks, have applicable and current licences/ permits/ registrations, public liability insurance and work cover. You must provide copies of these documents with this application otherwise your application cannot be approved.
 Bouncy castles, marquees, tents, indoor/outdoor rides, televisions, projection displays, mobile animal farms, pa systems and similar are not permitted without the express permission of the Community Association.

Company/Business Name	ACN/ABN	Services Provided	Public Liability Certificate	Work Cover Certificate
			yes / no	yes / no
Permit / Registration / License Holder Name	Permit / Registration / License Number		Permit /Registration / License Type	

Insurance Details

The Estate's insurance policy does not cover you or your guests from liability for damage or injury caused to yourself, your guests, Estate residents, Estate property or the public which are caused by you or your guests. You should check with your own insurer to verify that your event will be covered under your home insurance otherwise you should consider purchasing event insurance from an insurer.

Do you have public liability insurance for the event? If yes please provide a copy of the certificate of currency.

yes /no	
Will alcohol be served at the event?	
yes/no	

Agreement

I am a proprietor/occupier of a property in the Hunterford Estate and eligible to hire the Club House and I will be responsible for hiring the Community Centre for the event, and will be present at all times during the event. I testify that the information above is correct and by submitting this application I also acknowledge that I have read and agree to be bound by the Hire Application Terms and Conditions.

Print name in full:	
Signature of applicant:	
Date:	/ /

Hire Application Terms and Conditions

BY SIGNING THE APPLICATION FORM, THE HIRER CONFIRMS THE INFORMATION IS CORRECT, ACCEPTS AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS FOR THE COMMUNITY CENTRE HIRE

1. Definitions:

- a. **Community Centre** refers to the club house, immediate area under the outdoor roofed areas and one barbeque.
- b. **Access Areas** include the thorough fares alongside the men's and ladies' toilets, pool and tennis court entrances/exits, steps and the central walkway from the club house to Governor's Way.
- c. **CA** means the Community Association

2. Use of Community Centre

- a. The Community Centre must only be used for the purpose stated on the application form and payment must be received at least **7 days** prior to the event for approval. If you are using third party service providers then you should submit your application, supporting documentation and payment no **later than 14 business days** prior to your booking.
- b. The Hirer must only use the Community Centre within the times of the booking and must not block any access to, or 'prop' the pool or tennis court gates open.
- c. Preparation and cleaning time for the event must be carried out within the booking time.
- d. The Hirer must not block Access Areas.
- e. The Community Centre must not be used for any commercial purpose and must not charge any fees for the event.
- f. Spits, pizza ovens and cooking appliances such as deep fryers and /or naked flame appliances are not permitted inside the Community Centre or within the surrounding grounds without the express approval of the CA.
- g. Smoking is not permitted in the Community Centre, pool area and tennis court.
- h. Climbing on or abusing community property is expressly forbidden.
- i. The Hirer is responsible for the conduct and behaviour of all persons attending their event. This includes both inside and outside of the Community Centre.
- j. The CA reserves the right to shut down an event if the number of guests exceeds the maximum number of thirty¹ or if it is observed that the behaviour of guests is unruly, uncontrolled or noisy and is in breach of the CA's By Laws.
- k. The CA may request the assistance of a security firm or Police if valid directions to the Hirer and guests are ignored.
- l. The Hirer and their guests do not have exclusive use of the pool and tennis court and must share both amenities with residents and their guests.
- m. No food or drinks are permitted inside the pool area or tennis court
- n. Children under 14 years of age using the pool must be supervised by an adult at all times
- o. The tennis court is for playing tennis **only** and must not be used as a playground, or for soccer, rugby, skating and bicycle riding [non tennis activities] at all times.
- p. The Hirer will remove all rubbish from the Community Centre and dispose of it responsibly from the Estate

3. Security Deposit

- a. If the Community Centre and its associated facilities have not been left in a clean condition, the CA reserves the right to arrange for cleaners to clean the premises at the cost of the Hirer; such cost will be deducted from the security deposit.
- b. Damage caused by decorations attached to the walls or ceilings will be deducted from the security deposit.
- c. In the event that the security deposit is insufficient to cover the costs of cleaning, call outs of security or for the repair of any damage, the Hirer agrees that the Community Association is entitled to recover any additional costs from the Hirer as a debt due and payable.

4. Damage and Indemnities

- a. All persons using the Community Centre do so at their own risk.
- b. The CA is not responsible for any damages, injury or any liability arising from the use and misuse of the Community Centre and its associated facilities.
- c. The Hirer indemnifies the CA against all actions, claims, demands, expenses, losses, damages and costs that the CA and its members may sustain or incur arising:
 - i. from an injury or death of any person caused by the Hirer or their Guests, or

¹ Numbers may be reduced in accordance with any active NSW Public Health Order

- ii. from any damage to any CA property caused by the Hirer or their Guests, or
- iii. as a result of or in connection with, whether directly or indirectly, the Hirer's use of the facilities.

5. Noise and Behaviour

- a. The level of noise and behaviour must not inconvenience surrounding residents as per CA By Law 12.4 Noise Control and Behaviour.
- b. The Hirer and their guests must adhere to NSW "The Protection of the Environment Operations Act 1997" advising the time restrictions when noise should not be heard in a habitable room in a neighbour's residence. For specific times please refer to <https://www.epa.nsw.gov.au/your-environment/noise/neighbourhood-noise/preventing-neighbourhood-noise>.

6. Third Party Suppliers: Caterers, Vendors, Jumping Castles/Other amusements

- a. If third party suppliers are being considered, the Hirer must provide the CA with a copy of the third parties certificate of currency for public liability insurance and Work Cover and relevant permits, licenses and registrations at the time of application. They must be received **at least 14 days prior** to the event date. If the insurance certificates of currency and appropriate permits, registrations and permits are not provided to the CA, the third party supplier will not be permitted to provide services on the common lot.
- b. Each request will be considered on an individual basis.
- c. The CA does not accept any liability with regards to any third party service provider on the common lot.
- d. Water castles are not permitted to avoid flooding or damage to the Community Centre and surrounding areas
- e. All equipment used at the event must be removed at the end of the event.
- f. Where third parties are providing cooking facilities they must also provide fire blankets and extinguishers.

7. Animals

- a. No animals are permitted at an event without prior written approval of the CA
- b. Approved animals are not permitted inside the pool compound, within 10 metres of food preparation/eating and cooking areas or on the tennis court.

8. Keys

- a. Keys for the Community Centre, outside toilets and BBQs can be collected during business hours from Premier Strata prior to your event and should be returned to Premier Strata by the next business day after the event.

9. By Laws

- a. The Hirer agrees that they and their guests will comply with the relevant By Laws:
 - i. By Law 12.4: Noise Control and Behaviour
 - ii. By Law 12.5: Animals and Control
 - iii. By Law 12.6: Parking
 - iv. By Law 16: Pool
 - v. By Law 17: Community Centre
 - vi. By Law 19: B.B.Q Grills
 - vii. By Law 20: Tennis Court
 - viii. By Law 21: Recreation Facility and Playground

10. Government Directives

- a. The Hirer agrees that they and their guests will comply with all NSW Public Health Orders and restrictions that are active at the time of hire.

Community Centre Booking Procedure:

Community Centre bookings can no longer be made at the last minute:

1. You must make your booking and submit your application and payment **no later than 7 business days** prior to your booking.
2. If you are using third party service providers then you should submit your application, supporting documentation and payment **no later than 14 business days** prior to your booking to allow confirmation of insurance, permits, registrations and licenses.

We recommend that you purchase your own event insurance cover.

What you need to do:

Step 1: Availability: Send an email to nicolew@premierstrata.com.au to request use of the Club House. Provide your full name, address, agent [if you lease] and your preferred event date and an alternate date.

Step 2: Complete Application: We will email you confirming your booking as well as a Community Centre Hire Application and Agreement [which can also be downloaded from the Hunterford Estate website FAQ page]. Complete and sign the Hire Application and Agreement and if applicable provide additional information as specified on the application form. Email scanned copies of documents back to nicolew@premierstrata.com.au

Step 3: Booking Approval: If your application and agreement are in order then we will email you details on how to make your payment via EFT otherwise we will advise you if additional information is required.

Step 4: Payment: Please make your payment and email your payment receipt to nicolew@premierstrata.com.au

Step 5: Collect Keys: Make arrangements to collect keys from Premier during business hours.

Step 6: Event Day: We recommend you take photos of the venue prior to setting up so you have a record of the Community Centre's condition and cleanliness.

Step 7: Event Close: We recommend; that once your function has wrapped up, cleaning is complete and Community Centre items are returned back to their original location and state, that you take photos of the venue prior to locking up so you have a record of the Community Centre's condition and cleanliness as you left it.

Step 8: Return Keys: Return the keys back to the party from whom you collected the keys.

Step 9: Security Deposit Refund: The Hirer will be refunded their security deposit³ to the proprietors levies account or in the case of tenants, to their nominated bank account.

² If Premier's office is closed [e.g. over the Christmas period] we will email the Hirer with details on where to collect and return the Community Centre keys.

³ Less costs the Community Association reasonably incurs to return the Community Centre back to the condition that it was provided to the Hirer.