

## SPECIAL FUNCTION BOOKING FORM

NSW Writers Centre Inc | P: 02 9555 9757 | E. [venuehire@nswwc.org.au](mailto:venuehire@nswwc.org.au) | W. [www.nswwc.org.au](http://www.nswwc.org.au)

<b>Booking information:</b>			
Booking date:		Number of attendees:	
NSWWC member number:		Non-member:	<input type="checkbox"/>
Requested package(s)	Full Day Party Hire:		<input type="checkbox"/>
For room hire rates please visit the venue hire page on our web site <a href="http://www.nswwc.org.au">www.nswwc.org.au</a>	Evening Party Hire:		<input type="checkbox"/>
	Garden and Verandah Party Hire:		<input type="checkbox"/>
	Small Function Hire:		<input type="checkbox"/>
Booking purpose:			

<b>Hirer information:</b>			
Company name:			
Contact name:			
Email address:			
Phone:		Mobile:	
PO Box or street name:		State:	
Suburb:		Postcode	
Delegated contact on event day:			
Delegated contact Mobile:		Email:	

<b>Invoicing information: (If same as hirer information leave blank)</b>			
Company name:			
Contact name:			
Email address:			
Phone:		Mobile:	
PO Box or street name:		State:	
Suburb:		Postcode	

<b>Bank details for refund of deposit bond</b>	
Account name:	
BSB number:	
Account number:	
Reference:	NSWWCBondRefund

## TERMS AND CONDITIONS OF HIRE

### Definitions and interpretations

- NSWWC means The New South Wales Writers' Centre Inc.

### Booking and Payment of Fees

- A tentative booking will be recorded and a tax invoice issued upon receipt of this completed Venue Hire Booking Form.
- Payment of the bond deposit indicates your full acceptance of these terms and conditions and secures the booking.
- The full hire fee is payable 14 days prior to the first date of the hire period. If this date falls on a weekend or public holiday the full hire fee is payable on the first business day immediately prior.
- If the booking is made less than 14 days prior to the first date of the hire period, the full hire fee and bond deposit is payable at the time of booking.

### Fees

- All hire fees include GST.
- Fees are based on the actual time the room is occupied (including set up and pack down time), not on the function start and finish times.

### Refundable Bond Deposit

- All Hirers are required to pay a refundable bond deposit.
- Bond deposits will be refunded upon the premises being left in a satisfactory condition as determined by the NSWWC.
- Costs associated with failure to meet the terms and conditions of hire will be deducted from your bond deposit prior to refunding.
- Refunds will be made by electronic fund transfer to your nominated bank account and may take up to 28 days after the last date of the hire period to be processed.

### Public Liability

- Hirers must obtain their own Public Liability insurance noting the NSW Writers' Centre Inc as an interested party.
- This insurance policy must indemnify NSWWC against all loss, damage and injury that may occur whilst the Hirer has use of the premises.

### Cancellations

- All cancellations must be made in writing.
- Bookings cancelled by the Hirer more than 14 days prior to the first date of the hire period will receive a full refund of the hire fee and bond deposit.
- Bookings cancelled less than 14 days but greater than 7 days prior to the first date of the hire period will receive a 50% refund of hire costs and full refund of bond deposit.
- Bookings cancelled less than 7 days prior to the first date of the hire period will forfeit 100% of the total hire costs and receive a full refund of bond deposit.
- Bookings may be cancelled by NSWWC without notice if hire fees are not paid by the due date.
- The NSWWC reserves the right to cancel a booking at any time and will endeavour to provide as much notice as practicably possible of such a cancellation.
- It is a condition of all bookings that the Hirer shall hold the NSWWC indemnified against any claim of any kind arising as a result of a cancellation.

### Reduced Fees

- Financial members of the NSWWC receive a 10% discount off the hire fee for standard room hire.
- There is no discount for special function or member book launch hire fees

### Access and Key Return

- It may be necessary for the Hirer to collect a building security code and keys. This must be done during business hours in the week prior to the first date of the hire period.
- Instructions on how to enter and exit the building and use of the alarm system will be provided when the security code and keys are collected.
- The Hirer's security code will expire 1 hour after the end of the hire period.
- All keys must be returned to the internal letterbox prior to exiting the building at the end of the hire period.
- In the event the Hirer loses keys the cost of replacement keys or lock replacement will be deducted from the bond deposit refund.

### Use of Venue

- Smoking is prohibited inside the NSWWC building, also known as Garry Owen House.
- Candles are prohibited inside Garry Owen House and outside in the grounds of the NSWWC.
- Hirers may only use the area of the premises for which they have paid.
- Use of the premises is only for the purposes described on this Venue Hire Booking Form.
- The Hirer agrees not to sub-let the hired space.
- No Hirer shall enter the hired space prior to the booking time period.
- Applicable fees will be charged if Hirers and/or their guests enter early or remain behind outside the booking time period.
- Applicable fees will be charged for any time that goods or equipment are stored on the premises outside the booking time period without prior arrangement with the NSWWC.
- Goods may not be delivered or removed outside the booking time period without prior arrangement with the NSWWC.
- The NSWWC accepts no responsibility for any goods or equipment stored on the premises.

### Safety and Emergency Evacuation

- The Hirer undertakes to comply with all safety precautions.
- All set ups and activities conducted in the facility must comply with relevant emergency evacuation procedures.
- Common areas must not be used for any purpose other than access by pedestrians or unless special permission has been granted and safety precautions are met.
- Emergency exits must remain clear at all times.
- All fire doors must remain closed at all times.
- At the commencement of the hire period, the Hirer shall undertake inspection of emergency exit routes and doorways to ensure they permit clear and immediate egress at all times.
- The Hirer is responsible for ensuring their guests are made aware of fire exits and fire safety equipment within the venue.
- Non-compliance with these conditions may result in the Hirer's bond deposit being withheld.

### Damage to Venue

- The Hirer will indemnify the NSWWC against any loss or damage to any part of the premises, fittings, furniture, appliances or apparatus contained within the premises or brought onto the premises during the hiring period.
- The Hirer agrees to ensure the safe custody and the orderly, careful and proper use of the premises and all furniture.
- Any costs associated with damages to the building,

### *Damage to Venue continued*

carpets, fittings, furniture, appliances or missing fixtures or furnishings will be payable by the Hirer.

- In the event of any such damage, the matter must be reported to NSWWC immediately during the Centre's business hours or if outside business hours, on the first working day immediately after the hire period.
- Where the cost of damage exceeds the amount of the bond deposit, the cost/s must be paid to the NSWWC within 28 days of the date of damage.
- Unpaid amounts may attract interest and enforcement costs.
- Nails, screws, tacks, sticky tape, masking tape, or any other fixing capable of marking or defacing the facility or its fittings are not to be used. Evidence of use of any of the above may result in a portion of the bond being forfeited.

### **Cleaning**

- Hirers agree to leave the premises in a clean and tidy condition.
- All property of the Hirer must be removed, including decorations and equipment stored.
- Tables and chairs are to be returned at the end of the hire period to the appropriate storage area, kitchen benches and sinks wiped clean and floors cleaned as necessary.
- Rubbish must be placed in the bins provided.
- The Hirer agrees to pay costs associated with additional cleaning of the premises or packing away of tables and chairs, including staff time and for rubbish removal by NSWWC staff or contractors.

### **Waste & Recycling**

- Waste and recycling bins are provided by the NSWWC and are located in the car park at the rear of Garry Owen House.
- Hirers are responsible for removing any excess waste that does not correctly fit in the provided waste and recycling bins.

### **Serving Alcohol**

- The sale of alcohol (including instances where alcohol is included in the ticket price) is permitted on the premises only if an appropriate liquor licence is obtained from the Independent Liquor and Gaming Authority ([www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)). It is the responsibility of the Hirer to ensure they obtain an appropriate licence.
- A copy of this licence must be provided to the NSWWC 14 days prior to the first date of the hire period.
- Where alcohol is to be served (and not sold) at a function of more than twelve people, the Hirer must nominate an attendee that holds a Responsible Service of Alcohol Certification (RSA) to be responsible for the service of alcohol.
- The supply and/or consumption of alcohol at the NSWWC to minors is prohibited and may result in police action.

### **Noise Restrictions**

- The Hirer is to cease the playing or broadcasting of music no later than midnight. Noise emanating from the premises is to be kept at a level that would give no cause for complaint from residents of the area and must comply with the Noise Control Act and Regulations.

### **Equipment**

- Use of tables and chairs on site is included in the hire fee.
- The tables and chairs must not be removed from the venue at any time.

- Any furniture or equipment required other than those provided must be supplied by the Hirer at their own expense and liability.

### **Prohibited Items**

- No pyrotechnics, or use of any smoke generating machines is permitted inside Garry Owen House or outside in the grounds of the NSWWC.
- If the fire alarm is activated unnecessarily for any reason the Hirer will be liable for the fine issued by the NSW Fire Brigade.
- Candles, sparking devices, gas cylinders, explosive devices, fireworks, firearms or any items with a naked flame are strictly prohibited.
- The use of confetti, rose petals, rice, glitter and metallic sprinkles is not permitted inside Garry Owen House or outside in the grounds of the NSWWC.
- Animals are not permitted inside Garry Owen House with the exception of service animals.
- Chewing gum is not permitted inside Garry Owen House or outside in the grounds of the NSWWC.

### **Departure from the Venue**

- The Hirer must ensure that the hired space is promptly and wholly vacated at the expiry of the hire period.
- All items of property owned by the Hirer must be removed from the venue at the completion of the event.
- Where use of the premises exceeds the time paid for in advance, the Hirer will be responsible for the payment of additional hire fees and any charges incurred by the NSWWC as a result of the overtime.
- The Hirer must ensure that all guests have left the building, all lights, fans, heaters, cooking appliances and taps are switched off, windows are closed, all doors closed and locked, keys are returned to the letterbox and the alarm system is activated prior to vacating the building.
- The Hirer agrees to pay costs associated with a security response if the alarm system is not activated on departure.

### **Advertising**

- The placement of advertising banners or signs on or outside the NSWWC grounds is prohibited.
- At no time are users to erect advertising signs on trees, footpaths or telegraph poles in Callan Park.
- Any breach of this condition will result in the Hirer's bond being forfeited.

### **Conduct**

- Any instructions given by NSWWC staff in relation to conduct of guests at the event must be adhered to.
- NSWWC management have the authority to terminate the event if any instructions or conditions of hire are not observed.
- Any breach of the above conditions may result in the Hirer and their guests being requested to leave the premises by NSWWC management.

### **Breach of Conditions of Hire**

- In the event that there is a breach of the conditions of hire, the Hirer may be subject to damages as outlined above, costs as outlined above, civil and/or legal proceedings.

### **Emergency Contact**

- A pre-programmed white emergency telephone is located on the wall opposite the Judith Wright room, which provides direct contact with Callan Park Security and Cage Security.