

Application Form

Application for Use of CYCOS Building

Receipt No:

Date:

Officer signature:.....

Income no: 2130-909-942

PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Information for Applicants: Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees apply as per Council's adopted Fees & Charges.

APPLICANT DETAILS

Name	Organisation		
Postal Address	PO Box	Telephone	
Suburb	State	Postcode	Mobile
Email			
ABN			
Are you a not for profit service?			

PART 2 – FACILITY USE DETAILS

ORGANISATION DETAILS *Please indicate by 'X'*

Is a Public Liability, Certificate of Currency attached	Yes	No
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FACILITY DETAILS

Facility name	CYCOS Building		
Facility Maximum Capacity	19 (including staff)		
Purpose of Hire			
Spaces Required	Private Consultation Room (Front)		Main Centre Space
	Max Capacity 3		Max Capacity 19
	Private Consultation Room (Back)		Kitchen
	Max Capacity 3		Max Capacity 2
Number attending			
Maximum of 100 persons allowed under the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020)			

BOOKING TYPE

Youth Service		Event	
Counselling		Commercial Activity	
Playgroup		Recreational Activity / Group	
Support Group		Meeting	

FUNCTION DESCRIPTION *(Brief description of the booking)*

ONE OFF USE

Date of event		Back up date	
Time		to	

REGULAR USE

Period of use (inclusive of set up times etc.)		/		/		to		/		/
Monday						am/pm	to			am/pm
Tuesday						am/pm	to			am/pm
Wednesday						am/pm	to			am/pm
Thursday						am/pm	to			am/pm
Friday						am/pm	to			am/pm
Saturday						am/pm	to			am/pm
Sunday						am/pm	to			am/pm

Frequency of hire (one-off hire, every Monday, twice monthly etc):

ORGANISATION

A Copy of current public liability insurance attached		Yes		No
Copy of Cyber Key Application form attached		Yes		No

PART 3 – DECLARATION

APPLICANT DECLARATION

I/We apply for approval to utilise a Cessnock City Council owned Facility described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We give consent to Cessnock City Council to use the application and documents, provided in support of this application for advertising and notification purposes.

Applicant(s) Name		Date	
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Applicant(s) Signature

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4300, or the Information and Privacy Commission 1800 472 679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

HOW TO LODGE YOUR APPLICATION

Address the application to

Youth Service Co-ordinator
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

OR

Youth Service Co-ordinator
Cessnock City Council
DX 21502
CESSNOCK

**Lodge in person
(between 9am – 4.30pm) at
Council's Administration
Building**

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

Lodge by email
youthcentre@cessnock.nsw.gov.au

Payment Method
In person - Cash, Cheque, Money
Order, EFT, Mastercard, Visa,
and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4355
Email: youthcentre@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Fees

Fees are calculated in accordance with Council's adopted fees and charges.

If you require further information regarding this request, please contact the CYCOS Co-ordinator on (02) 4993 4355.

CONDITIONS OF HIRE FOR CYCOS BUILDING

DEFINITIONS

"The Council" shall mean the Council of the City of Cessnock.

"The Hirer" must be any persons over the age of 18 years.

"The facility" refers to any of Council's Community Halls

EMERGENCY EVACUATIONS AND UNSAFE SITUATIONS

Hirers must familiarise themselves with the items listed below and advise those attending of the following:

- 1.1 Safe access, egress points and First Aid Kit location
- 1.2 Emergency exits, evacuation plan and external assembly point
- 1.3 Location of fire extinguishers and fire protection equipment (eg. Fire extinguishers & fire blankets)
- 1.4 Remove yourself and guests in any unsafe situations
- 1.5 **In case of emergency call 000**

SAFETY of the hirer & the hirer's guests is the **hirer's responsibility** whilst under the Hirers care and control.

AFTER HOURS – Please contact Council on 4993 4100

BOOKING INFORMATION

- 3.1 Applications are to be made to the relevant Cessnock City Council Coordinator (Youth Services)
- 3.2 Supply full particulars of the nature and the purposes for which the facility is being hired
- 3.3 Hire charges shall be in accordance with Council's current Fees and Charges
- 3.4 All charges for hire shall be paid strictly in advance
- 3.5 All booking approvals will be notified in writing to the applicant. Please allow ten (10) working days for applications to be processed.
- 3.6 Council/Hall Management Committee shall be at liberty to refuse to hire the facility to any applicant
- 3.7 Council facilities are not available for overnight hire
- 3.8 Regular bookings may be made for a maximum period of twelve months at a time.

CANCELLATIONS

- 1.6 Cancellations are accepted fourteen (14) days prior to a booking. Refund of any money paid shall be at the discretion of the Council.
- 1.7 Regular Hirers are required to pay for each and every day they book unless fourteen (14) days notice is received.

KEYS

- 1.8 Keys can be collected from Council before 5pm Monday – Friday up to two days prior to the booking or at an agreed time.
- 1.9 Arrangements must be made to collect a key and have an alarm code PRIOR to the date of hire. At least a weeks' notice will be required.
- 1.10 Return of the keys to Council no later than two business days following the booking or conclusion of a series of bookings.
- 1.11 Lost, unreturned or damaged keys – the hirer will be charged the full cost of replacement (\$250)

CONDITIONS

- 1.12 The hirer is responsible for setting up and putting away all tables and chairs
- 1.13 Any Council equipment that is stolen or damaged (eg tables, chairs or fire protection equipment) during the hire of the facility will be at the hirer's expense to replace the equipment
- 1.14 The hirer is responsible for supervision and safety of any children and invitees at the function/event at all times.
- 1.15 All passageways, aisles and exits must be kept clear and useable to ensure public and guest safety
- 1.16 Any equipment stored on site, short term or long term, is at the hirers own risk. Council accepts no responsibility for lost, stolen or damaged equipment stored within the facility.
- 1.17 Only one electrical appliance is to be used in each power point. Appliances are not to be piggy backed into each other. Any modification to hirer's electrical equipment on site is to be carried out by a qualified electrician.
- 1.18 Spillages – must be immediately cleaned up to protect the floors for safety reasons.
- 1.19 Nails, screws or any other fastenings including adhesive tape must not be driven into or attached in any way to the walls, floors, timberwork, furniture, fittings, appliances or apparatus.
- 1.20 The use of candles at the facility is to be discussed with Council officers to obtain consent.
- 1.21 Prohibited items: pyrotechnics (fireworks), illegal substances, hazardous substances, firearms, barbeques or spit roasts lit anywhere inside the facility
- 1.22 No flammable liquid is to be left on site by hirers.
- 1.23 Smoking is prohibited inside the building & within 10 metres of playgrounds areas as per the Smoke-free Environment Act 2000. Visit www.health.nsw.gov.au for further information. Any persons smoking outside the building must be clear of doorways, preventing smoke entering the facility
- 1.24 If the hirer engages any contractor, it is the hirer's responsibility to sight the contractor's current public liability insurance to cover works, catering, entertainment, amusement rides or security to be provided at the facility
- 1.25 Subletting of the facility is prohibited.
- 1.26 Cessnock Youth Centre is a Drug and Alcohol free venue

NOISE

- 1.27 Noise shall be kept within acceptable limits during the hiring and when departing the facility
- 1.28 If the Police attend due to complaints received regarding the noise level than the hirer should immediately comply with any instructions from the Police.
- 1.29 The NSW Department of Environment, Climate Change & Water Time Restrictions Noise Table states that Musical instruments and electrically amplified sound equipment be turned off from midnight to 8am on Friday, Saturday or any day preceding a public holiday or 10pm to 8am on any other day.

ALCOHOL AND FOOD CONDITIONS

- 1.30 Alcohol is prohibited in this facility.
- 1.31 Hirers will comply with any requirements of the Food Act 2003 and the Food Regulation 2010. Information relating to this legislation is available at www.foodstandards.gov.au

INSURANCE

- 8.1 Hirers of the facility must provide a copy of their Public Liability Insurance

SECURITY

- 9.1 Council will accept no responsibility for actions of persons engaged by the hirer, particularly, but not limited to, those engaged for the purposes of crowd control, commonly referred to as 'bouncers'.

NSW CHILD PROTECTION LEGISLATION

User groups who provide services for children and/or young people and wish to use or hire the CYCOS facilities must have appropriate Child Protection policies or procedures in place. Council may request copies of policies or procedures for any bookings as well as copies of Working with Children Check clearance numbers.

TIME OF HIRE

Hire of the facility must cease at the agreed time, including the packing up of equipment and any cleaning that is required.

BEFORE LEAVING - CHECKLIST

15.1 The Hirer agrees to leave all areas of the premises hired in a clean and tidy condition immediately after the booking. The following checklist will be the responsibility of the Hirer:

- All tables and chairs are stacked/folded and put away
- Floors swept
- Kitchen benches, tables & sinks wiped over
- Washing up is completed and put away
- Decorations removed
- All garbage bins emptied
- All rubbish removed from the buildings
- Oven & refrigerator cleaned (if applicable)
- All lights, air conditioners and fans are turned off
- All windows are securely locked
- All external doors are securely locked
- All goods, materials and property brought into the facility for the booking are removed
- All external grounds/gardens are free of rubbish
- All Frequently touched surfaces must be cleaned with provided products. These surfaces include tables, desks, computers, chairs, door handles, light switches
- Set internal alarm and lock door on exit

15.2 Any damage which occurs due to the non-compliance of this clause, will result in the Hirer having to meet all costs associated with the repairs and/or replacements as necessary.

13. COVID-19 (novel coronavirus)

The following conditions must be adhered to in relation to COVID-19 restrictions put in place by the Federal and/or State Government.

16.1 All groups must comply with Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 including, but not limited to: [Public Health Orders and restrictions - COVID-19 \(Coronavirus\)](#)

16.1.1 Providing a copy of the Hirers [COVID-19 Safety Plan](#)

16.1.2 Checking the wellbeing of staff, customers, students

16.1.3 Maintaining physical distancing (1.5m)

16.1.4 Having hygiene and cleaning equipment for pre and post booking disinfecting of high touch surfaces including tabletops, door handles, light switches, desks, toilets and toilet doors, taps, remotes, kitchen surfaces and cupboard handles

16.1.5 Keeping the name and mobile number or email address for all staff, customers, students and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored [confidentially and securely](#).

16.2 Failure to do so will be treated as a breach of the Conditions and Use and may be terminated, without any liability being incurred by Council.

16. DISPUTES

In the event of any dispute arising as to the meaning of any of these Conditions of Hire, or between the hirer and any representative Council, the decision of Council shall be final.

