

NOTE: All hirers are required to provide a Covid Safety Plan prior to hire. The conditions of hire have been amended to comply with recommendations from legislative authorities in relation to the management of risk associated with Covid-19, to ensure the safety of staff and visitors to the facilities and are subject to amendment at short notice to comply with any changes to Public Health orders. Any breach of these requirements will result in immediate cancellation of bookings.

CONDITIONS OF HIRE

These facilities are owned by Central Coast Council and managed, under lease, by Gosford Regional Community Services (GRCS). In addition to the annual lease fee payable to Council, GRCS is responsible for all costs associated with cleaning, utility charges, security, water, sewerage and drainage, council rates, electricity, phone and internet and general maintenance of the building and grounds. GRCS is also responsible for the purchase and maintenance of all furniture, fittings, appliances and equipment.

This information is provided for all hirers, both permanent and casual, to ensure all parties are aware of their obligations and to assist in the maintenance of these community owned assets.

COVID-19 SAFETY PLAN

COVID-19 Safety Plans help to protect staff, customers and visitors. GRCS has a copy of our Safety Plan on display at both venues. All hires are required to provide a copy of their Covid-19 Safety plan, as relevant to their activity. Examples of plans can be found here:

<https://www.nsw.gov.au/covid-19/covid-safe-businesses> The plan must specifically address the following:

- Provision of hand sanitiser
- Compliance with current Public Health orders in relation to attendance checks. This includes denying access to anyone:
 - who is displaying symptoms of Covid-19;
 - who is a close contact of someone who has been diagnosed with Covid-19,
 - who is awaiting test results for Covid-19, and
 - any other requirement as notified by authorities.
- Recording of names and contact details, including how they will be stored and who will have access.
- Maintenance of social distancing, ensuring maximum numbers are not exceeded, and excluding visitors who are not signed in.
- Cleaning requirements specific to their activity and in addition to the Cleaning schedule provided at the time of hire.
- NOTE: For Wyoming Community Centre hirers a copy of the attendance sheet is to be provided to GRCS at the end of each hire where it will be stored securely and destroyed after 28 days. This can be emailed to Jules@gosfordcommunity.org.au

INSURANCE

Hirers are required to provide evidence on request of Public Liability Insurance to the value of \$20,000,000.00. This requirement may be waived for individuals booking the facilities for family functions or in the case of small non-incorporated groups. The decision to waive the requirement for Public Liability rests with the CEO of Gosford Regional Community Services Inc.

ASSESSMENT OF APPLICATIONS FOR HIRE

Applications for hire will be automatically refused for any individual or entity who:

- Does not provide a Covid-19 plan which complies with current Public Health orders
- Does not comply with any current Public Health order
- Promotes racial, gender or religious intolerance
- Encourages or promotes civil disobedience including but not limited to, Public Health matters.

Function Hire: Until such time as the current Public Health emergency has ended neither venue is available for function hire

CLEANING AND REMOVAL OF RUBBISH

As requirements are subject to change a schedule of cleaning requirements will be provided to hirers at the commencement of hire. Hirers will be required to sign off the cleaning schedule at the end of each day's hire.

FLOORS, FURNITURE AND EQUIPMENT

Tables, chairs and other furniture must not be dragged across the floors. Repair costs caused by dragging furniture will be recovered from the user. Concertina doors must be used with care. Please ensure there is a clear path before moving to avoid damage to the floor surface. Do not force opening or closing. Chairs and tables are to be returned to their correct storage location. Chairs must be stacked securely on trolleys with a maximum of 15 per trolley.

KITCHEN (IF USED)

No unaccompanied children are to be allowed in kitchens and under no circumstances are children allowed to access the urn, cooktop, stove or microwave. The fridge is provided for use by all Centre hirers. No food is to be left in the fridge or freezer. Any items not removed will be thrown out. Please do not use foil on the stove trays as it causes damage to the surface. Baking paper may be used. Ensure any food cooked in the microwave is covered. After use wipe clean with a damp cloth and, if necessary, place the turntable platter in the dishwasher.

SAFETY NOTE:

Point Clare: The kitchen has a wall-mounted urn with a timer to save electricity. This timer must not be adjusted.

Wyoming: An automatic hot water tap is in the kitchen. This tap has no temperature control. Urns are provided in the kitchen but these are used at hirers own risk. Carrying urns full of hot water is not recommended. If used, urns must be emptied and left upside down on sink to dry.

KEYS, SECURITY, LIGHTS and AIR CONDITIONING

All lights and air-conditioning units are to be turned off at the end of the hire. All doors, including screen doors, must be locked and checked.

Keys must be kept secure at all times, are not to be "lent" to any other person and must not be tagged or identified in any way.

The alarm code must not be kept with the key nor identified in any way. The security alarm must be set on departure.

All gates to be locked where there is a key or otherwise fully closed.

FEES and CHARGES

Fees for use of the facilities are regularly reviewed and approved by the GRCS Board of Management and the following charges have been approved to take effect from 1 January 2021.

Hire rates

- Hourly rate for hire, including GST:
 - Point Clare Community Hall \$25.00
 - Wyoming Community Centre Multipurpose Room \$25.00
 - Wyoming Community Centre Office/Meeting Room \$20.00
- Hire of data projector, per hire \$50.00

Permanent Hirers are charged quarterly (or by Term) in advance. If paid in full within 30 days a 5% discount will be applied to the following quarter/term.

Casual Hirers are invoiced when the booking is made and payment is required in full 7 days prior to date of booking.

Bonds

- \$250.00 Cleaning Bond. Point Clare Hall & Out of Hours Hire Wyoming Community Centre
- \$150.00 Key Bond for all key holders

Bonds are refunded in full within 7 days of hire if all hire conditions are met, no loss/ damage to facilities, and fees are up to date. Keys are to be returned within one working day of hire.

Other charges

- Air-conditioning or lights left on at end of hire \$100.00
- Security call out fee \$200.00
- Excess cleaning, minimum 2 hours @ \$35 per hour \$ 70.00

Charges will be deducted from the bond (if casual hire) or invoiced for permanent hirers.

Cancellation

- Permanent Hirers: Cancellation period one calendar month
- Casual Hirers: No refund if cancelled with 7 calendar days of hire

Note: Cancellation must be received by email to jules@gosfordcommunity.org.au

Support and/or Auspice.

Organisations whose activities are aligned with or support Gosford Regional Community Services' outcomes may be eligible for fee waiver or discount. Any application for support must be made in writing at time of hire.

Correspondence

Email is the preferred method of correspondence as follows:

jules@gosfordcommunity.org.au for hire enquiries, including dates/times or access; and, accounts@gosfordcommunity.org.au for all invoicing matters.

Thank you for your cooperation.