



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 booklet 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.

## **CONDITIONS OF USE**

### **INSURANCE**

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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.

### **CLEANING**

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All hirers are responsible for ensuring that they, and their clients, customers or guests, leave the building clean and tidy with all rubbish removed and equipment put away. Mops, brooms, and vacuum cleaners are on site and bin liners and cleaning products are provided free of charge. A spray mop is provided for use on the timber floors. Only water is to be used in this mop. Any spillages are to be dealt with immediately. Use absorbent paper first then, if necessary, a damp cloth to clean. Any marks on walls are to be removed using a soft damp cloth. Do NOT use harsh cleansers or scourers on any surface. If a stain cannot be removed please report at end of hire.

### **FLOORS, FURNITURE AND EQUIPMENT**

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Tables, chairs and other furniture must not be dragged across the floors. Repair costs caused by dragging furniture will be recovered from the user. The concertina room divider at Point Clare must be used with care. Ensure it is clear of the floor before moving to avoid damage to the floor surface. Floors are to be swept at end of hire. Chairs and tables are to be wiped clean and returned to their correct storage location. Chairs must be stacked neatly and securely with no more than 5 chairs in a stack.

### **SECURITY, LIGHTS and AIR CONDITIONING**

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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 and are not to be identified in any way.

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

Point Clare: All gates to be locked.

## RUBBISH

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All bins that are used are to be emptied and liners replaced. Bin lids to be wiped. All waste must be bagged, bags securely tied and put into the appropriate bin. No food scraps in yellow bins please.

## KITCHEN (IF USED)

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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 and any items not removed will be thrown out. All kitchen benches and splash backs are to be wiped down with spray cleaner and absorbent paper. Cupboard / drawer doors are to be checked and any marks removed. Any kitchen equipment / utensils that are used are to be washed in the dishwasher and put away. Stove (if used): Cooktop, stove handles, oven door, inside and out, and splash back to be cleaned with spray cleaner and absorbent paper or cloth. Any spillages on oven floor, door or shelves are to be removed and oven wiped clean. Please do not use foil on the stove trays as it causes damage to the surface. Baking paper may be used. Microwave (if 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. Floor is to be swept and wet mopped.

## 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.

## BATHROOM

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Toilets are to be checked prior to departure. If necessary, sinks and toilet seats are to be wiped down with spray cleaner and paper towelling. If applicable, soiled nappies must be double bagged and put into the outside red lin bin. Floors to be swept and wet mopped, if necessary.

## RETURN OF BOND - SURCHARGES

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Your bond will be refunded in full within 7 days of hire if all of the above conditions are met and there is no loss or damage to the facility. The key must be returned within one working day of hire. If applicable, the following costs will be deducted from the bond (if casual hire) or invoiced in the case of permanent hire.

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| • Air-conditioning or lights left on at end of hire | \$100.00 |
| • Security call out fee                             | \$100.00 |
| • Repack furniture if not stored correctly          | \$ 50.00 |
| • Excess cleaning, minimum 2 hours @ \$35 per hour  | \$ 70.00 |
| • Lost key  | \$200.00 |