



Jingellic Hub Incorporated

Pavilion and Grounds booking procedure v 2/12032020

Definitions:

Executive: A minimum of three people representing: President (or in their absence, Vice President), Secretary/Public Officer and Treasurer

Committee: Members of the Jingellic Hub Incorporated

The following procedure must be followed:

1.1 Executive discretion

Bookings for the Pavilion and Grounds are made at the discretion of the Executive. If the Executive feels that a booking request should be refused, the decision should be based on an assessment of the risks and circumstances associated with the booking request.

1.2 Fees and charges

Fees and charges for all bookings must be charged at the rates set by the Committee. (See Attachment 1: Fees and Charges) The Committee delegates determination of fees/charges to the Executive.

1.2 Bookings

All bookings should be recorded on a Pavilion and Grounds Booking spreadsheet held by the Secretary.

The Treasurer will manage the invoicing and receipting of bookings.

All hirers including those of 'no charge' or 'donation' must be issued with a receipt.

Once the booking date /time has been negotiated between hirer and the executive the hirer will be required to complete a *Pavilion and Grounds Booking Form* (Attachment 2: Pavilion and Grounds Booking Form/Hire Agreement) and the form forwarded to the Secretary. The completed form may be faxed, posted, emailed or delivered in person. The Secretary will then provide the details to the Treasurer for invoicing. For all bookings where the Committee will hold a bond, a completed Booking Form must be held by the Executive as the Booking Form will constitute a hire agreement.



1.3 Hire agreements

A completed Pavilion and Grounds Form with the 'Hirer Section' signed by the hirer (or 'signed' electronically for forms submitted to the Executive by email) constitutes a hire agreement and is subject to any cancellation fees and charges as stated for the facility in schedule of fees and charges.

1.4 Bonds and key deposits

A key deposit is to be charged for all bookings. A bond is to be charged for the events listed under Fees and Charges.

1.4.1 The refunding or forfeit of bonds

Bond is refundable if compliance to bond conditions is demonstrated to have been met after completion of post-hire inspection by the Executive.

All bond amounts withheld from the hirer will be transferred into the income allocation number less GST. For example, if a bond of \$100 is forfeited, then the bond becomes a taxable supply and the amount transferred to the allocation number would be \$90.91.

The Executive is responsible for notifying the hirer of reasons for withholding the bond and the amount of bond to be withheld.

1.6 Public Liability Insurance requirements

Proof of \$20 million Public Liability Insurance is required for all bookings made by sporting bodies, clubs, associations, corporations, incorporated bodies and other profit making entities. Evidence that the Executive has sighted the required insurances must be noted on the Pavilion and Grounds Booking Form. Copies are to be retained by the Secretary.

These insurance policies protect Jingellic Hub Committee for public liabilities to third parties for:

- a) Death, illness or personal/bodily injury
- b) Loss or damage to property
- c) as a result of an occurrence happening in connection with the use of the hired facility.

1.7 Opening and closing procedures

The Secretary is responsible for providing opening and closing instructions to all hirers prior to the booking date. If a booking procedure has been provided to a hirer on previous occasions and remains unchanged, Executives may choose to request only verbal acknowledgement of the correct opening and closing procedures from the hirer prior to the hire date.

1.8 Maximum occupancy and emergency evacuation procedures

The Secretary must provide information on maximum occupancy numbers and emergency evacuation procedures to all hirers prior to the booking date. If these procedures have been provided to a hirer on previous occasions, Executives may choose to request only verbal acknowledgement of this information from the hirer prior to the hire date.

1.9 Smoking policy

The Secretary must notify hirers of the Council outdoor smoking procedure prior to the booking date. This policy statement prohibits smoking within ten (10) metres of the Pavilion and Grounds.

Executives should note that the provision of a smoke free environment is a mandatory right of all members in our community when visiting community facilities.

'No smoking' signs are erected in applicable areas.



1.10 Glass policy

Any restrictions on the use of glass at the facility for a particular booking must be clearly stated on the Pavilion and Grounds Booking Form and subject to a bond being held for the booking.

1.11 Alcohol policy

Any restrictions of the service of alcohol at the facility for a particular booking must be clearly stated on the Pavilion and Grounds Booking Form and subject to a bond being held for the booking.

If the Executive is approached for bookings where the sale of alcohol is proposed, all relevant approvals must be provided to the Executive prior to acceptance of the booking request. Executives must ensure that the appropriate approvals, the NSW Office of Liquor Gaming and Racing and the NSW Police are granted to the hirer prior to approving the sale of alcohol at an event.

As per section 1.1 of this operations manual, bookings for the Pavilion and Grounds are at the discretion of the Executive.

1.12 Notification of parties policy

All bookings for private parties, including bookings where the Executive has agreed to the sale of alcohol, must be reported via the internet at www.mynite.com.au by the Executive on confirmation of the booking.

1.13 Invoicing, payment and non-payment of hire fees

On payment of the fees listed on the Pavilion and Grounds, the Secretary will provide the hirer with a receipt.



Jingellic Hub Inc Pavilion and Grounds Booking Form

NAME OF APPLICANT: _____

ADDRESS: _____

CONTACT PERSON: _____

Phone: _____ Email: _____

Please describe the event:

Note: Events that include animals are required to comply with the NSW Biosecurity Act 2015

TYPE OF ORGANISATION:

Private Business Community Organisation (Not for profit) Individual

OTHER SERVICES AT FUNCTION: (Please tick)

Photography Stalls/Displays Catering Sound Systems/ Other Electrical
Other (Please specify)

PLEASE NOTE for OTHER SERVICES

Ensure you obtain for your records the above services Certificate of Currency. You must provide a list of services attending with this booking form.

NUMBER OF PEOPLE ATTENDING: (Please tick)

0-50 50-100 (Please note 100 people is the maximum occupancy for the Pavilion and Grounds for an event that is not hosted by JDPAH)

FACILITIES REQUIRED

Kitchen Bar Tables (number) Chairs (Number)

Oval (Excludes Cricket Pitch except for functions that include a game of cricket)

Outdoors -Pavilion and Grounds Surrounds (Area immediately in front of the building)

Marquee/s (1 available for hire)



PLEASE LIST ANY OTHER EQUIPMENT OR FACILITIES THAT WILL BE USED ON SITE

PLEASE READ CAREFULLY BEFORE SIGNING

YOUR RESPONSIBILITIES:

A COMPLETED BOOKING FORM MUST BE RETURNED 14 DAYS PRIOR TO THE EVENT WITH OTHER REQUIRED INFORMATION.

RISK ASSESSMENT A Risk Assessment maybe required by the Committee. If so, it is to be submitted with your booking form for each event. Risk Assessment must be completed by the person/s primarily responsible for coordination of the event. The Risk Assessment must note the date of event to be covered and be signed by coordinator of event.

PUBLIC LIABILITY INSURANCE – Incorporated bodies, sporting clubs/associations & commercial groups or commercial type bookings must provide evidence (a Certificate of Currency) of their current public liability insurance and evidence that Jingellic Hub is noted as an interested party for the event. Public liability coverage of not less than \$20Million must be provided. Should a claim arise, any excess payable is the responsibility of the hirer, the applicant.

The Certificate of Currency must show appropriate geographical/location/Site that is covered. For Example–The Certificate of Currency must state; Worldwide, anywhere in Australia, Individuals/Private events can purchase “Casual Hirers Cover” from Jingellic Hub Inc on return of booking form.

KEY DEPOSITS/REFUND -If requiring a key for entry access/amenities, a key deposit must be paid prior to event. A key can be collected from the Secretary the day prior to event and must be promptly returned the next working day post event. On paying your key deposit you will be provided a receipt. Refund will only be given on return of key with original receipt. Lost or damaged keys will not be refunded.

CLEANING – The facility must be cleaned and left in a clean and tidy state. If the venue is found to be not in its original state then the key deposit will be used to absorb any additional cleaning costs incurred.

The Charge for cleaning will be \$40.00hr. Three hours of cleaning will be retained as a minimum charge.

DAMAGES – The hirer shall be responsible for the full replacement cost of any damages or breakages to the facility, its fittings and contents, and the surrounding grounds. You must report any damages noticed prior to your event.



THE HIRER MUST

- Notify police immediately if there is any threat of trouble.
- Report any accidents or near accidents to the Secretary.
- Observe smoke free requirements. The Pavilion and Grounds and immediate surrounds are smoke free zones.
- Be over 18 years of age.
- Only use areas that have been booked.
- Promptly vacate area at specified time.
- Understand Work Health and Safety requirements relevant to venue hire.
- Alcoholic beverages are not to be served in without the relevant liquor licence being obtained prior to the date of hire. Evidence of licence and RSA requirements to be attached to the Booking Form
- Ensure the consumption of alcohol complies with the requirements of the Licence and NSW Liquor Act 2007 (*In NSW, the Liquor Act 2007 regulates and controls the sale and supply of alcohol and certain aspects of the use of premises on which alcohol is sold or supplied*)
- <http://www.liquorandgaming.nsw.gov.au/Pages/liquor/liquor-licences/licence-forms-and-applications.aspx>
- Consumption of alcohol only permitted in the designated area.
- All persons serving alcohol have the required RSA certification
- Ensure all electrical and gas cooking equipment (other than fridges) are turned off and the venue is vacated/secured immediately at conclusion of event.
- In the event of emergency vacate venue and call 000.
- For afterhours issues with venue please contact the Secretary
- Comply with biosecurity requirements
- Inspect the facilities prior to the event and prior to vacating the property to ensure the facility is left the way it was found.

All Parties are to be reported via the internet at www.mynite.com.au

IMPORTANT INFORMATION

- DISORDERLY BEHAVIOUR** - Is not permitted. This behaviour must be reported to appropriate body
- INDEMNITY**- The Committee shall not be liable for any theft, loss or damage sustained by the hirer or any persons at the event.
- The Executive reserve the right to cancel or refuse any future or existing bookings.

Full name of hirer _____

Signature of Hirer _____ **Date** _____

Signature of Secretary or Executive member _____

Date _____

Attachments (Please tick)



- Liquor Licence
- RSA Certificates
- Certificate of Currency of Insurance Policy
- Other:

Executive

Booking - Accepted / Rejected

ATTACHMENT 1

Fees and Charges (Please tick) Jingellic Hub Inc Members Discount 15% on Hire fees

Community Groups/Individuals/Charity organisations

- Facility and Kitchen full hire \$350
- Facility and Kitchen partial hire \$250

Equipment Hire (For off-site hire)

- Tables \$20
- Chairs \$2
- Marquee (7m x 14m) \$250 (\$350 if erected by committee)
- Fire Drums \$10

Commercial Rates

- Full Day \$500
- Half Day \$250 (4 hours)

Key Deposit

- \$50

Bond

- \$500

A refundable bond of \$500 to be paid prior to the use of the Pavilion and Grounds or Grounds for the following activities and a further \$50 key bond

- a. Performing Arts
- b. Concerts
- c. Cabarets Balls and Dances
- d. Cinema Shows
- e. Discos
- f. Conventions
- g. Weddings
- h. Cabarets



i. Any function serving alcoholic beverages

j. Parties

The bond is applied to additional cleaning and damages that may result from the hire of any portion of the Show Grounds.

The Bond shall be refunded following inspection of the Pavilion and Grounds by a member of the Executive.

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All fees are GST inclusive