

Venue Hire – Terms & Conditions

Our Holdsworth Street premise is taking bookings with increased health and safety measures in place based on current NSW Department Health guidelines.

Please review the full terms and conditions concerning the hire and use of our premises prior to booking. We currently have limits to the number of people per venue. For the latest COVID-19 information and advice, please visit www.health.gov.au or call the National Coronavirus Health Information Line on 1800 020 080.

Booking Terms & Conditions

Holdsworth Community (“Holdsworth”) considers the health and safety of our staff, participants, hirers and guests our highest priority. The Hirer must (and must ensure its guests and invitees (“guests”)):

- I. Only permit a maximum of 20 people in the outdoor area at any one time.
- II. Only permit a maximum of 25 people in our Piano room and 20 people in our Club room.
- III. For the benefit of all user groups, the space must be left in the same condition in which it was found. All user groups are responsible for their own cleaning.
- IV. No smoking in any part of the centre or playground.
- V. Alcohol consumption is the hirers responsibility. The hirer is responsible for the behaviour and safe service of alcohol to any guest / person attending their event.
- VI. All damages must be reported immediately to Holdsworth. Contact details: judy.renford@holdsworth.org.au, call 02 9302 3600.
- VII. All lights and aircon must be switched off at the end of use.
- VIII. No permanent decorations are to be erected or left behind. All doors and windows
- IX. The hirer is responsible for the security of the keys. Keys re not to be issued to other groups / persons without Holdsworth permission.
- X. A key deposit will be taken by way of a credit card signature that will not be processed unless a penalty is necessary.
- XI. Keys must be left in the mailbox after the event. A penalty of \$20 will be charged for each working day until the key is returned. \$50 will be charged for a lost key.
- XII. The hirer is responsible for ensuring their guests are made aware of fire exists and fire fighting facilities within the premises.
- XIII. You are required to take your rubbish with you after the party as the bins and rubbish collection at Holdsworth cannot accommodate your rubbish. A fee of \$100 will be charged to your credit card if rubbish is left behind.
- XIV. You are required follow the cleaning protocols provided in the hire pack as recommended by the NSW Department of Health. A fee of \$100 will be charged if cleaning has not been completed as required.



- XV. Noise from the premises is to be kept to a level that would give no cause for complaints from residents.
- XVI. No animals (other than companion animals) inside the gates of the Centre at any time. This includes animal/petting farms, pony rides and pets.
- XVII. No jumping castles or other equipment that could cause damage or operate at high noise levels.
- XVIII. The hirer shall indemnify Holdsworth against any claim for compensation arising out of any action by the hirer or any persons carrying out work on behalf of the hirer.
- XIX. Holdsworth reserves the right to include additional conditions where deemed necessary.
- XX. Approved users of Holdsworth premises are not permitted to sublet the premises to any other groups or persons whether for financial gain or not without written consent from Holdsworth.

Holdsworth Community ("Holdsworth") has a COVID-19 Safety plan in place with increased health and safety measures based on current NSW Department Health guidelines. The Hirer must (and must ensure its guests and invitees ("guests")):

- XXI. Stay at home if they are feeling unwell (no cancellation fees will apply for illness).
- XXII. Maintain physical distancing by remaining 1.5 metres apart.
- XXIII. Coordinate with guests staggered entry and exit times to comply with physical distancing protocols.
- XXIV. Register all participants and the Hirer (every time) in attendance by completing the registration sheet provided in the hire pack.
- XXV. Check that all guests are feeling well and that they have successfully registered their attendance at the venue.
- XXVI. Display 'HIRE IN PROGRESS' signage (supplied in the hire pack) on front gate and state how many people are present.
- XXVII. Sanitize hands and all surfaces touched (light switches, chairs, tables etc) using the sterilizing products and dispose of all wipes in the bins provided.
- XXVIII. Do not share any toys or equipment but encourage all guests to bring their own.
- XXIX. Do not use our kitchen and utensils - please bring your own plates and cups.
- XXX. Clean the venue at the end of the hire time and return the space to its condition prior to use by the Hirer and guests.
- XXXI. Follow all instruction that may be given by the Holdsworth staff member or any government authority.



- XXXII. Call us on 02 9302 3600 if the Hirer or a guest suspects they have been in contact with a confirmed case of COVID-19. We recommend self-quarantine immediately and seeking medical advice.
- XXXIII. If the Hirer or a guest needs medical assistance, call the NSW Health Department Helpline on 1300 066 055, or in an emergency, visit the local hospital emergency department (it is recommended that call be made in advance).

A copy of our COVID-19 Safety Plan will be provided in the hire pack. We recommend all users to have downloaded the government's COVIDSafe App.

We ask that you comply with these terms and conditions to ensure we can continue to hire our premises. We reserve the right to charge a penalty fee to your nominated credit card or cancel the booking for non-compliance with any of the above conditions.

Booking Times

Venue hire is available for meetings, training, workshops on weekends and evenings.

Venue hire for children's parties is available on weekends and some public holidays during the following hours (excluding Christmas, New Year and Easter):

	Morning	Afternoon
Saturday	9am – 12pm	2pm - 5pm
Sunday	Not available	2pm - 5pm
Public Holidays	Not available	2pm - 5pm

You may arrive at the Centre one hour prior to your booked time to enable set up, but the party must not start before the booked time and must conclude within the three hours. A morning hirer must have cleaned up and departed from the Centre by 1pm. Afternoon hirers must have cleaned up and vacated by 6pm.



Booking Procedures

Fees from July 2020: \$230.00 per half day session (\$450.00 for all day events). Your booking will not be confirmed until full payment has been received.

Keys: You may collect the keys on **Thursday or Friday before 1pm** prior to your booking. When collecting your key you will be required to participate in a brief orientation, cleaning and safety tour. All keys should be left in the Centre's locked mail-box after the party. No staff are available on the weekend should you forget to pick up the key. A key deposit will be taken at time of collection with a credit card.

Cancellations: We will make a full refund in the event of any cancellation four weeks prior to a booking. Between one and four weeks we reserve the right to charge 50% of the full booking fee. Cancellations within one week of the booked date will receive no refund.

Note: In the event of an emergency please contact Double Bay Security on 0418 222 382 or Paddington Police on 8356 8299. Report this and any other issues to the Centre on 9302 3600 during normal business hours.

Please sign below to agree that you have read and understood the above terms and conditions of hire and that you agree to abide by these conditions. Failure to comply with these requirements will be regarded as a breach of agreement, giving Holdsworth the right to withhold all or part of the deposit and/or to cancel of all or any future booking. Email the form to judy.renford@holdsworth.org.au, drop it in at Holdsworth or call 02 9302 3600.

Signature	
Name	
Date	

Venue Hire Booking Form

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Contact Information	
Name of Hirer	
Contact Number	
Email Address	



Booking Information					
(Bookings should not extend beyond the calendar year. A new booking form is required for each year.)					
Type of booking (please circle)	Workshop	Meeting	Party	Class	Other (please specify)
Date/s					
Day/s					
Time - Meeting/Workshop/Class (please specify)					
Time - Party (please circle)	Saturday 9am - 12pm	Saturday 2pm - 5pm	Sunday 2pm - 5pm	Public Holiday 2pm - 5pm	NA
Please note that morning hirers must vacate by 1pm and afternoon hirers cannot setup prior to 1pm. Please note there are no morning sessions on a Sunday and Public Holidays.					
Payment Information					
Please charge \$..... to my VISA / Mastercard					
Card Number					
Expiry Date			CCV		
Name on card			Date		
Signed					

