



## MACKSVILLE SENIOR CITIZENS CENTRE

# APPLICATION FOR HIRE

SF2064: 621/2015

PO Box 177 Macksville 2447  
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General Enquiries (02) 6568 2555  
Website – [www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)

### HIRER DETAILS

NAME	
NAME OF GROUP/ ORGANISATION	
ADDRESS	
PHONE NOs (Include Mobile)	
EMAIL	

### HIRE DETAILS

DATE OF HIRE	/
FUNCTION	
NUMBER ATTENDING	
START TIME	
FINISH TIME	
HIRE FEE	

### FOR COMMERCIAL ACTIVITY

The Hirer will provide Council with a copy of Certificate of Currency for public liability policy of \$20 million with Nambucca Valley Council noted as an interested party if the function is of a commercial nature as the function does not fall under the conditions of Nambucca Valley Council Casual Hire Insurance policy which is included in the Hire Fee of the Centre.

Copy of Certificate of Currency for public liability attached	YES	NO
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*Please read Terms and Conditions overleaf and sign this form before submitting.*

#### FEES FOR 1 JULY 2024 TO 30 JUNE 2025:

\$23	Includes GST - Per hour (minimum 2 hours per booking)
\$15	Includes GST – Lost Fob Replacement

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## APPLICATION FOR HIRE

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### Terms and Conditions for Use of Premises

- The Hire Period includes the set up and pack down times.
- The Venue must be vacated at the end of the Hire Period.
- The Hirer is responsible for ensuring the building locked before leaving. The security fob must be returned to Council within 24 hours of the finish of the hire period or the Replacement Security Fob fee may be charged.
- The Hirer must leave the Venue in a clean condition and all goods, properties or materials brought in by the Hirer or any other person on their behalf, must be removed from the Venue at the end of the Hire Period.
- At the conclusion of the Hire Period, the Hirer is responsible for ensuring **all furniture is packed away, the floors cleaned, crockery washed and packed away and rubbish removed.**
- **The Hirer must pay Council's cleaning charge of \$75 inc GST where the Venue has been left in an unsatisfactory condition or where Council incurs costs removing the Hirer's goods, equipment or property.**
- The Hirer is responsible to pay for any damage caused to the Venue, furniture and fixtures arising out their Venue hire.
- The Hirer will notify Council staff immediately of any injury to persons, damage to the Venue or Venue property loss that occurs during the Hire Period.
- The Hirer acknowledges that the Venue is a smoke free zone and smoking is prohibited in and around the Venue.

The Council reserves the right to refuse an application if the proposed use is considered inappropriate.

**I understand the above terms and conditions and agree to comply with them. I agree to pay any additional costs outlined above should I not comply with these conditions.**

**SIGNED:** .....

**NAME:** .....

**DATE:** .....

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