



APPLICATION FOR HIRE OF GOULBURN RECREATION AREA

Attachment D

Conditions & Responsibilities in Relation to Hiring The Goulburn Recreation Area

1. Hire Fee:

Prompt payment of the hire fee upon invoicing is required. Council makes every attempt to ensure that the correct hire fee is advised at the time of booking, however, Council reserves the right to amend the hire fee at any time. **All booking fees must be paid prior to your event being confirmed.**

Confirmation:

The confirmation of any booking is subject to possible consultation with the Recreation Area Management Committee, and any of the relevant user groups. Council will attempt to confirm your booking as promptly as possible.

3. Fee Waiver

The Recreation Area Committee is NOT ABLE to grant a waiver of any fees for the hire of the Recreation Area. Any requests for fee waivers should be directed to the General Manager of Goulburn Mulwaree Council. Please read *Council's Reduction or Waiver of fees Policy* for further information. This is available on Council's website - www.goulburn.nsw.gov.au. Any requests for fee waivers must be received at Council at least eight weeks prior to the event. Requests for fee waivers after the event will not be considered.

4. Damages Deposit:

Payment of a cleaning/damages deposit is required for most events. The deposit amount will be determined by Council. This deposit is fully refundable when a satisfactory inspection of the premises has been carried out after the event.

5. Insurance:

The event organiser is required to provide a copy of the appropriate Public Liability Insurance prior to the event booking being confirmed.

6. Alcohol:

If alcohol is to be consumed or available for sale, application must be made to the NSW Office of Liquor, Gaming and Racing, Council, and the Licensing Officer (Police), and permission granted.

7. Food Sales:

Refer to Council's website regarding notification requirements for sales or handling of food at an event. www.goulburn.nsw.gov.au or contact Council's Environmental Services section for further details. Note that Council inspectors may check events for compliance with food handling guidelines.

8. OH&S:

To ensure the safety of the public, guests and Council staff, a risk assessment identifying potential hazards and how those hazards will be addressed must be provided prior to the event.

9. Smoke Free Environment:

Goulburn Mulwaree Council has adopted a Smoke Free Environment Policy, a copy of which is available on request, as per the Smoke Free Environment Act 2000.

10. Key Deposit:

Council reserves the right to charge a refundable deposit for the release of keys.

11. Other:

Council reserves the right to charge security bonds, or to charge for any other fee that is relevant to the booking..

* I have read and agree to Goulburn Mulwaree Council's conditions and responsibilities in relation to the hiring of Goulburn Recreation Area, and agree to provide all information requested in this booking form.

Signature of hirer: Date:



EMERGENCY PROCEDURES

CALL 000 FOR ALL EMERGENCIES

ALL USER GROUPS and EVENT ORGINISORS ARE TO READ AND BE AWARE OF EMERGENCY PROCEDURES AND ASSEMBLY POINTS. PLEASE CONTACT "RECREATION FACILITIES CO-ORDINATOR" 0497014533 FOR CLARIFICATION or FURTHER INFORMATION

The following information has been supplied for the safety of all user groups, hirers, employees, contractors and general members of the public of the Goulburn Recreation Area and Showgrounds.

As a user please follow any instructions given by an Emergency Warden, Event Organiser or Automated Emergency System during an emergency.

As a condition of using the area as a user or hirer you assume the responsibility of an emergency warden.

As a user please make yourself familiar with your assembly points and the safest and quickest route to your evacuation area. See the evacuation diagrams located within the areas you occupy.

All user groups should have a designated 1st Aid Officer and 1st Aid kit available. There is also a 1st Aid Kit in the Foyer of the Veolia Arena and an AED (Automatic External Defibrillator) located on the wall in the foyer of the Veolia Arena. The Grace Millsom Function Centre has a 1st Aid Kit located in the staff kitchen and an AED is located next to the function centre entrance. Both AED's give out an audible alarm when opened.

EMERGENCY CONTACTS AND INFORMATION

ADDRESS: GOULBURN RECREATION AREA - 47 BRAIDWOOD ROAD, GOULBURN NSW

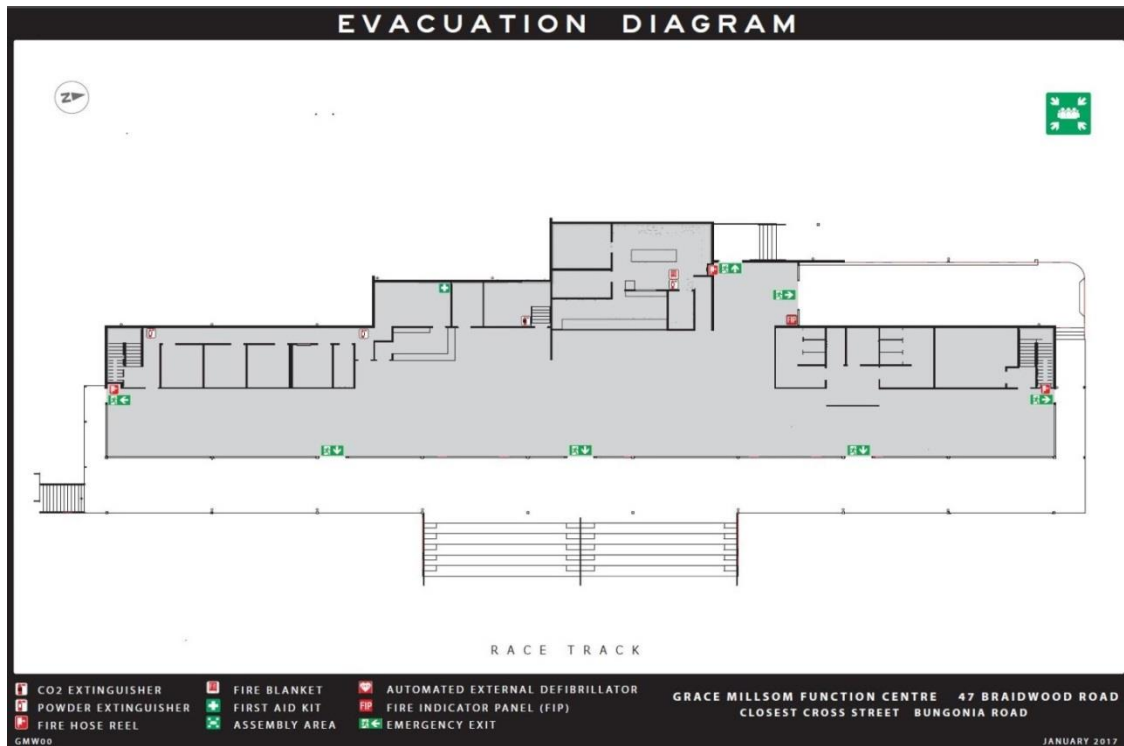
Recreation Facility Co-Ordinator	0497014533
Council Duty officer	48221081
Police / Fire / Ambulance	000
Local Police Station	48240799
Goulburn Hospital	48273111
Poison Information Centre 24/7	131126

Procedures for use of Grace Millsom Function Centre

This information is provided and designed to assist and act as procedures for the person responsible for the Grace Millsom and lock-up at the completion of usage.

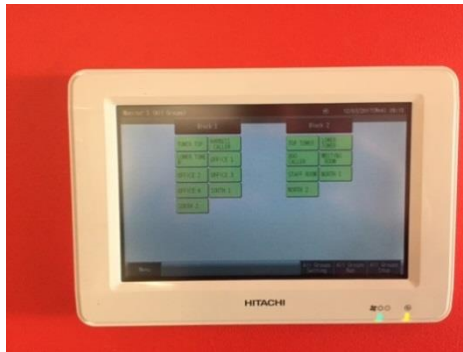
EVACUATION PROCEEDURES

Please make yourself familiar with the evacuation plans at all entrances and exits of the Veolia. This plan shows all exit points as well as fire and 1st Aid information including location of 1st Aid Kit and AED.



LOCK-UP PROCEDURES

- Check all glass doors and fire doors are closed.
- Switch off the air-conditioning via the touch panel located above the lighting panel in the walkway leading to the commercial kitchen. This is done by touching the panel. This will show all the areas with air-conditioning. On the bottom right locate the button that say ALL GROUPS STOP. This will stop all running air-conditioning. The running areas will go from green (as pictured) to black / grey.



- Switch off all function centre lights located below the air-conditioning panel in the walkway leading to the commercial kitchen.



This will result in all lights being switched off.

- When all participants of the event have vacated the building turn the automatic door key as shown to LOCK. To exit now press the large green button which will activate the doors and allow you to exit and closing them in the lock position behind you. Once you have done this you will not be able to re-enter.

