



## Community Centre Youth Functions Additional Terms and Conditions of Hire

These additional conditions are specifically for youth functions, and are in addition to the [Community Centre Terms and Conditions of Hire](#):

- The hirer must be over 18 years of age
- The booking will not be considered for approval, until all required documentation and payment is received
- The hirer is required to be present at the premises for the duration of the hire period and is responsible for the behaviour of all persons attending the premises at any time in connection with the hirer's booking.

Council reserves the right to cancel the approved booking if the hirer has not provided evidence in writing of the following:

- Confirmation of the licensed security booked for the event and their Public Liability Insurance, ten days prior to the event.
- Proof of [online party registration with NSW Police](#)

[http://www.police.nsw.gov.au/online\\_services/party\\_safety/party\\_registration](http://www.police.nsw.gov.au/online_services/party_safety/party_registration)

Issue/Condition of Hire	Action Required by Hirer	Hirer to initial as acceptance
Capacity	<u>14 to 20 year old function's:</u> 100 capacity maximum to be strictly adhered to – Security guards to monitor numbers. Security guards to contact Police if potential gate crashers get out of hand. <u>21 to 24 year old function's:</u> The number of attendees listed on the application form and approved by management must not be exceeded.	
Operating times	<u>14 to 20 year old function's:</u> 7pm – 11pm sharp. The function must finish no later than 11pm. <u>21 to 24 year old functions:</u> The function must finish no later than midnight.	
Police notification and party registration	The event <b>must</b> be registered <a href="#">online</a> with NSW Police.	

Security	<ul style="list-style-type: none"> <li>For 14 to 20 year old functions a hirer must engage two licensed security guards for the duration of the party.</li> <li>For 21 to 24 year old functions a minimum of two licensed security guards are required for the first 100 guests and then an addition of one extra guard per 50 guests for the duration of the party.</li> <li>The security firm must have Public Liability Insurance. Hirer must provide booking confirmation and the security firms</li> </ul>	
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Issue/Condition of Hire	Action Required by Hirer	Hirer to initial as acceptance
	<p>certificate of currency to the Booking Office 10 days prior to event. <u>General</u></p> <ul style="list-style-type: none"> <li>The guest list provided to security must be strictly adhered to.</li> <li>Names and telephone contact details of security guards to be given to the Police.</li> <li>Security and hirer to check all toilets frequently to ensure no damage or other behaviour occur.</li> <li>Security to monitor people leaving the building and surrounds, encouraging them to move on and catch buses.</li> </ul>	
Business notification	Council Booking Officers may request the hirer to inform surrounding businesses and neighbours.	
Function promotion	Invites only, guest list for security. Function is not to be advertised publicly on social media. Tickets cannot be sold.	
Conditions of entry	Conditions of Entry including 'No Smoking inside the venue' 'Proof of Age' for alcohol', etc are to be clearly posted at the main entrance and at the bar.	
Provision of alcohol	<ul style="list-style-type: none"> <li>For 18<sup>th</sup> to 24<sup>th</sup> parties, hirers must engage an RSA certificated company to manage the provision of alcohol. The company must have Public Liability Insurance. Wristbands for over 18's. Bar staff and security to check ID's/ages of guests.</li> <li>Plastic drinking glasses only to be used – hirer to provide for guests. Preference for guests to bring cans not bottles.</li> <li>Security to check bags/alcohol of guests under 18, and check ID/age.</li> <li>It is recommend that the Hirer provides nonalcoholic drinks and plenty of food.</li> </ul> <p>Refer to the <a href="#">'Safe Party Tips'</a> pack.</p>	
First aid	First Aid kit equipment and suitably qualified first aid trained adult who is not drinking is required. Hirer or other responsible adult to call an ambulance/police (Triple Zero 000) if there is an emergency.	

Cleaning and Rubbish removal	<ul style="list-style-type: none"><li>• Hirer/responsible adult to do spot checks throughout the night – mopping up spills, sweeping up broken glass, bottles placed in bins.</li><li>• It is the hirer's responsibility to ensure the centre and surrounding area is cleared of rubbish. This is to be carried out throughout the hire period to keep the centre and area tidy and safe.</li><li>• It is the hirer's responsibility to clean the centre to the standard it was found. Any additional cleaning required will be charged to the hirer. Please refer to the Community Centre Terms and Conditions of Hire</li></ul>	
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