

Mona Vale Performance Space Additional Terms and Conditions of Hire

The following special conditions have been established for community hirers of Mona Vale Performance Space.

Located within the Mona Vale Public School grounds, the new space has been developed and operates on a joint use agreement between the Department of Education and Northern Beaches Council.

Council is managing the bookings of this space outside of school hours only.

The following conditions are in addition to Council's [Community Centre Terms and Conditions of Hire](#).

Condition of Hire	Action required by Hirer	Hirer to initial as acceptance
1. Operating Times	<ul style="list-style-type: none"> Monday to Friday (during NSW school terms): 3.30pm - 10.00pm Saturday & Sunday: 8.00am - 10.00pm During NSW School and Public Holidays: 8.00am – 10.00 pm All booking related enquiries are to be directed to Council only. <p><i>*The hirer is only allowed to enter the premises within their approved booking period. Strict penalties apply for trespassing on school grounds and any infringement may result in termination of ongoing hire.</i></p>	
2. Visiting the site during school hours	<ul style="list-style-type: none"> Hirers are not to enter the facility during school hours unless there is a critical reason. In the first instance contact Council to discuss the matter prior to contacting the school. Mona Vale Performance Space is a school facility on school days. No one is to enter the facility during school hours without the school's permission. Pre-approved visitors to the Performance Space within school hours (8am-3.30pm) must comply with the Department's Child Protection Policy and complete a Child Protection Declaration prior to entry. Pre-approved visitors to the Performance Space on school days between the hours of 8.00 am-3.30 pm must check in at the main entrance of the school in the office. 	

<p>3. Cleaning and Rubbish removal</p>	<ul style="list-style-type: none"> • All rubbish and perishable goods are to be taken away from the venue and disposed of <u>outside of Mona Vale Public School grounds</u>. A penalty may be applied if any waste is found left behind after hire. • 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. • 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 for details. • Cleaning equipment for hirers will be kept inside the Green Room adjacent to the stage floor. Please use the brooms to dry sweep the floor and replace all equipment to where it belongs. • If the kitchenette is used it must be cleaned, including wiping out the fridge and microwave. • Please do not leave any goods inside the fridge following the hire. • Additional cleaning charges will apply if the space is left unclean and untidy. • If hirers find the space left unclean, or other issues, please contact Council immediately. 	
<p>4. Storage / Lost Property</p>	<ul style="list-style-type: none"> • Under no circumstances are any hirers to leave behind any equipment, personal belongings, lost property etc. No storage is provided at this space. 	
<p>5. Damage</p>	<ul style="list-style-type: none"> • No adhesive materials including duct tape, blutack or fasteners (permanent/ temporary) are to be used on any part of the building's surface area (internal/ external) including floors, walls etc. • As per the Community Centre Terms and Conditions of Hire, hirers will be responsible for any costs incurred for repairs if damage occurs. • If hirers find any damage upon entering the facility, they must notify Council immediately at communitycentres@northernbeaches.nsw.gov.au • If hirers inadvertently cause damage this must be reported immediately to Council at communitycentres@northernbeaches.nsw.gov.au 	
<p>6. Cancellation / Transfer of Bookings</p>	<ul style="list-style-type: none"> • Under the licensed agreement between Mona Vale Public School and Northern Beaches Council, Council reserves the right to relocate any hirer to another suitable centre if the school requires access to the space – in which case 6 months' notice is to be provided and the Performance Space is classified as available (not paid). 	

7. Capacity	<ul style="list-style-type: none"> • 200 seats are available, total capacity of venue is 230. • Stage capacity recommend up to 30 max, however this may be adjusted as long as the maximum capacity is not breached. 	
8. School holiday bookings	<ul style="list-style-type: none"> • Hirers must be mindful that the School is booked for Vacation Care in other locations within the school grounds. Community Centre hirers and attendees are to remain in the Mona Vale Performance Space and paths surrounding the building only. The school grounds are not to be used for any other purpose than the hire is booked for. 	
9. Entry to the facility	<ul style="list-style-type: none"> • Please only enter and leave via the <u>Bungan Street gate</u> and advise all attendees of the same. 	
10. Parking	<ul style="list-style-type: none"> • No parking is available on school grounds • Street parking is available on Bungan and Waratah Streets and in nearby public car park stations. 	
11. Access	<ul style="list-style-type: none"> • Hirers will be provided with security fobs for access to the gate in Bungan Street. The same fob will provide access to the Performance Space and main entry doors. • If hirers are approved to hire the Control Room a separate key is required. • To enter the Performance Space the fob needs to be swiped once against the access reader to unlock the door and turn off the alarm system. • In the case of an event or large group, additional guests can use the intercom system to connect with the hirer (if they are already in the Performance Space) to unlock the pedestrian gate on Bungan Street. • Hirers are responsible for setting the alarm at the end of the booking, swiping the fob 3 times against the Performance Space access reader. If this process is not followed the silent alarm may be triggered and charges may apply. 	
12. Vehicular access via Emma Street gate	<ul style="list-style-type: none"> • Prior approval for vehicle access is required and only for larger events that need to bump specialist equipment into the building, via the driveway. • This is only permitted after 4.30pm Monday to Friday 8am-10pm Saturday and Sunday and public holidays. 	
13. CCTV	<ul style="list-style-type: none"> • If CCTV technology is used and records sound, this must be expressly stated in a written notice to the school, even if sound is not intended to be used (As per Department of Education Policy). 	
14. Security	<ul style="list-style-type: none"> • Hirers are to ensure that the Performance Space, grounds and gates are secured upon leaving the site. 	
15. Emergency Procedures	<ul style="list-style-type: none"> • In any emergency, patrons should contact 000 and report incident to Council as soon as practical. • The hirer must familiarise themselves with the Emergency Evacuation Management Plan for the premises. Hirers are responsible for evacuating the premises in the case of an emergency. 	

	<ul style="list-style-type: none"> • The hirer must take direction from Council Officers in the case of an emergency when such officer is present. • The hirer must ensure that all exit doors and access to fire equipment are kept clear. • The hirer is responsible for ensuring that firefighting equipment is not discharged, used or interfered with for any reason other than its designated purpose. Council must be notified as soon as possible if equipment has been used for any purpose. • Hirers are responsible for the full cost of any mistaken fire brigade callouts, including false alarms. This includes but is not limited to callouts for smoke machines, cigarettes, burning food, aerosols etc. Smoke or fog machines are not permitted by Council. These machines can set smoke alarms off, prompting a fire brigade callout. 	
16. After hours call outs/issues	<ul style="list-style-type: none"> • In the event of any patron being locked within the school gates, the Department of Education’s School Security Unit should be contacted via 1300 880 021. • For after-hours emergencies such as power failure, lost key, blocked plumbing etc. hirers are to phone Northern Beaches Council’s 24-hour number 1300 434 434. • An emergency call out fee may be applicable if the call out is due to the hirers’ actions. Please refer to the Community Centre Terms & Conditions of Hire for details. 	
17. Control room usage	<ul style="list-style-type: none"> • The control room will only be accessible to hirers who adhere to either of the following conditions: <ol style="list-style-type: none"> 1) Hire a Council employee technician to safely operate the control room and its equipment. 2) Hire a registered AV company (proof of service required) to safely operate the control room and its equipment. <p>There are additional fees to hire the Control Room – refer to the Fees & Charges on the Northern Beaches Council website.</p>	