



Sydney Region Aboriginal Corporation

The SRAC Community Hub application for activity hire for the period of 1 January 2021 to 31 December 2021

Use this form to apply to hire rooms for programs, events, services and social groups that benefit the community.

Request for Hire			
Duration	First date of hire		Last date of hire
Time	From (include set-up time)		To (include clean-up time)
Number of People		Hire charges are per hour. Hirers will not have access to the room prior to their nominated start time	
Frequency	<input type="checkbox"/> Once only		
	<input type="checkbox"/> Daily		
	<input type="checkbox"/> Weekly	e.g. every Thursday	
	<input type="checkbox"/> Fortnightly	e.g. every 2 nd Wednesday	
	<input type="checkbox"/> Monthly	e.g. 15 th or 3 rd Tuesday of each month	

Room request			
<input type="checkbox"/>	SRAC HALL	80 – 100 people	Access to kitchen & toilets
<input type="checkbox"/>	CONFERENCE ROOM	20 – 40 people	Projector & Screen

Declaration and Signature
I understand that this application does not confirm my booking. My booking will be confirmed when a deposit is paid (in full) and all other fees, bonds and/or documents are provided as required by the Conditions of hire.

Your signature		Date	
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2. Hirer details

Organisation			
Name			
Type	<input type="checkbox"/>	Registered charity	Registration no.
	<input type="checkbox"/>	Incorporated	Registration no.
	<input type="checkbox"/>	Registered business/company	ABN, ACN or BRN
	<input type="checkbox"/>	Not-for-profit/community	ABN, ICN or BRN

Activity Type	<input type="checkbox"/>	For-profit business meetings, programs and activities
	<input type="checkbox"/>	Organised recreational classes, meeting, rehearsals conducted by instructors, teachers who charge a fee and operate activities on an income generating basis, e.g. dance & karate class.
	<input type="checkbox"/>	Religious organisations which operate church related activities
	<input type="checkbox"/>	Community-based activities, registered charities, classes, meetings, which charge a nominal fee e.g. local craft groups, registered political parties
	<input type="checkbox"/>	Non-funded cultural and support group/activities, e.g. neighbourhood watch, progress associations, playgroup, grief support; and programs liaised with SRAC, whereby funding agreements are based on operating activities, e.g. literacy/computer class, cultural programs

Primary Contact			
Name			
Postal Address			
Phone		Mobile	
Email			
Attending?	<input type="checkbox"/>	Yes	At least 1 of the contacts must attend at the time of hire
	<input type="checkbox"/>	No	
Secondary Contact			
Name			
Postal Address			
Phone		Mobile	
Email			
Attending?	<input type="checkbox"/>	Yes	At least 1 of the contacts must attend at the time of hire
	<input type="checkbox"/>	No	

3. Booking details

Activity Information	
<i>The information you supply below will help us assess your application</i>	
What is the name of your activity?	
What is the purpose of your booking?	
How much are you charging participants?	
How are the costs of the bookings being funded?	
Which target groups does this booking address and how?	

4. Terms and Conditions

Applications	<ol style="list-style-type: none"> 1. Application for the hire of rooms must be made using this form and made at least 2 weeks prior to the activity/function taking place. Requests for bookings within less than 2 weeks may be considered. 2. Applicants must be 21 years of age and are responsible for the payments of fees and any other charges arising. Proof of age may be requested at any time of hiring. 3. Applicants (or their nominated contact) must be present during the function. 4. A copy of this form will be forwarded to the Police advising them of the function. 5. Any payment received from any person is considered to be acknowledgement and acceptance by that person of these terms and conditions. The room is only let on the conditions prescribed herein.
Cancellations	<ol style="list-style-type: none"> 6. All cancellation or reschedule requests are to be in writing 2 weeks prior to your booking date, to receive a refund. 7. SRAC reserves the right to change a booking in exceptional circumstances provided that at least 4 weeks' notice is given. 8. SRAC has the right to refuse any reservation or cancel any booking for any reason. SRAC will refund the hirer any fees already paid. 9. SRAC shall not be liable in any way for any loss, injury or damage or otherwise in the consequence of the exercise of any right conferred under this agreement including the right of cancellation.

Cost of hire	<p>10. A deposit of \$100 should be made no later than 2 weeks after the reservation is made to confirm the booking. If the total fee is of equal or lesser value, the hire fee must be paid in full.</p> <p>11. The contingency bond and remaining balance (if applicable) must be paid at least 2 weeks before the function to avoid cancellation.</p> <p>12. If the reservation is made within 2 weeks of the function date, the bond and the hire fee must be paid in full immediately.</p> <p>13. The bond is held as a deposit against possible damage to the venue, its furniture and fittings, function running overtime, additional cleaning, electrical service, etc.</p> <p>14. All bond refunds will be done by bank deposit within 4 weeks after the function. You will be notified if SRAC is investigating concerns arising from your booking that may affect the refund of your bond.</p> <p>15. Call out fees may apply if alarms are triggered by any prohibited item or overtime use.</p>
Damages	<p>16. The hirer shall be responsible for the cost of any damage caused to the building furniture and fittings arising out of and in the course of the hire; reasonable wear and tear is accepted.</p>
Exclusions and prohibitions	<p>17. The following activities are not permitted</p> <ul style="list-style-type: none"> a) 18th birthday parties b) Religious services c) Games of chance, gambling, or any other illegal activity <p>18. The following items are not permitted</p> <ul style="list-style-type: none"> a) Chewing gum or sticky tape b) Gas cylinders c) Fireworks, naked flames (except for candles on a cake) d) Nails, screws or fastenings e) Any item that obstructs a doorway, passage, corridor or exit f) Any items interfering with any electrical installation or the use of broadcasting apparatus g) Any items, including balloons and other decorations, that interfere with fans and smoke detectors
Hirers' conduct and responsibilities	<p>19. The hirer is responsible for the conduct of any visitors whilst the room is in use.</p> <ul style="list-style-type: none"> a) Functions or activities for children and young people must be adequately supervised at all times. b) Under no circumstances is alcohol to be given/supplied to person under 18yrs. c) Smoking is not permitted. Smokers should be at least 15m away from any entry or exit point of site. d) Music must stop half an hour before the function ends. e) All goods, properties, material or decorations brought in by the hirer or any person on his/her behalf should be removed after the function. f) All surrounding areas, i.e. car park are to be vacated within 30mins of function conclusion.
Public Liability	<p>20. Hirers should be aware that the use of the hall could result in an action for damages due to an allegation of negligence.</p> <p>21. All organisations must supply a copy of their Certificate of Currency (Public Liability Insurance). Organisations that do not have Public</p>

	<p>Liability Insurance may be granted use only via discretion of SRAC CEO.</p> <p>22. Failure to abide by these conditions will result in the total forfeiture of the Bond.</p>
Sale of tickets	23. Entry tickets to programs or events are not allowed to be sold at the venue. All tickets to programs must be pre-sold prior to the program/event taking place.
Social Media	24. The use of social media (i.e. Facebook, etc.) to promote private functions in SRAC Community Hub is prohibited.
Use of amenities	<p>25. Hirers may be required to share amenities with other groups due to multiple bookings. This may include toilets and common spaces.</p> <p>26. Hirers agree to respect other groups by showing courtesy, minimising noise etc.</p> <p>27. Tea, coffee, milk, cups, refreshments, bin liners, stationary are to be supplied by the hirer not SRAC Community Hub.</p>
Venue Capacity	28. The number of community members attending a function (to be indicated at the time of booking) must not exceed the limit of that room. Failure to comply with this requirement may lead to cancellation of the booking or the forfeiting of any bond. The capacity of the venue's community room is set out in the booking form.

5. Fees and payment

The table of fees below is set out by Activity Type. Fees are valid for the 2021/2022 year. All room hire fees are per hour, inclusive of GST. All hires must pay the Contingency bond.

	Activity A	Activity B	Activity C	Activity D	Activity E
Conference Room	\$50.00	\$20.00	\$16.90	\$12.80	\$8.70
SRAC Hall	\$80.00	\$40.00	\$36.00	\$28.00	\$19.00
Yarning Circle/Playground	\$40.00	\$20.00	\$15.00	\$7.50	FREE
Plus: Contingency bond	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

If the venue is available for your booking you will receive an invoice with the payment details.

Privacy notice
<p>We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary. We will still store your personal information on our electronic database, where it will be accessed by SRAC staff only.</p>