

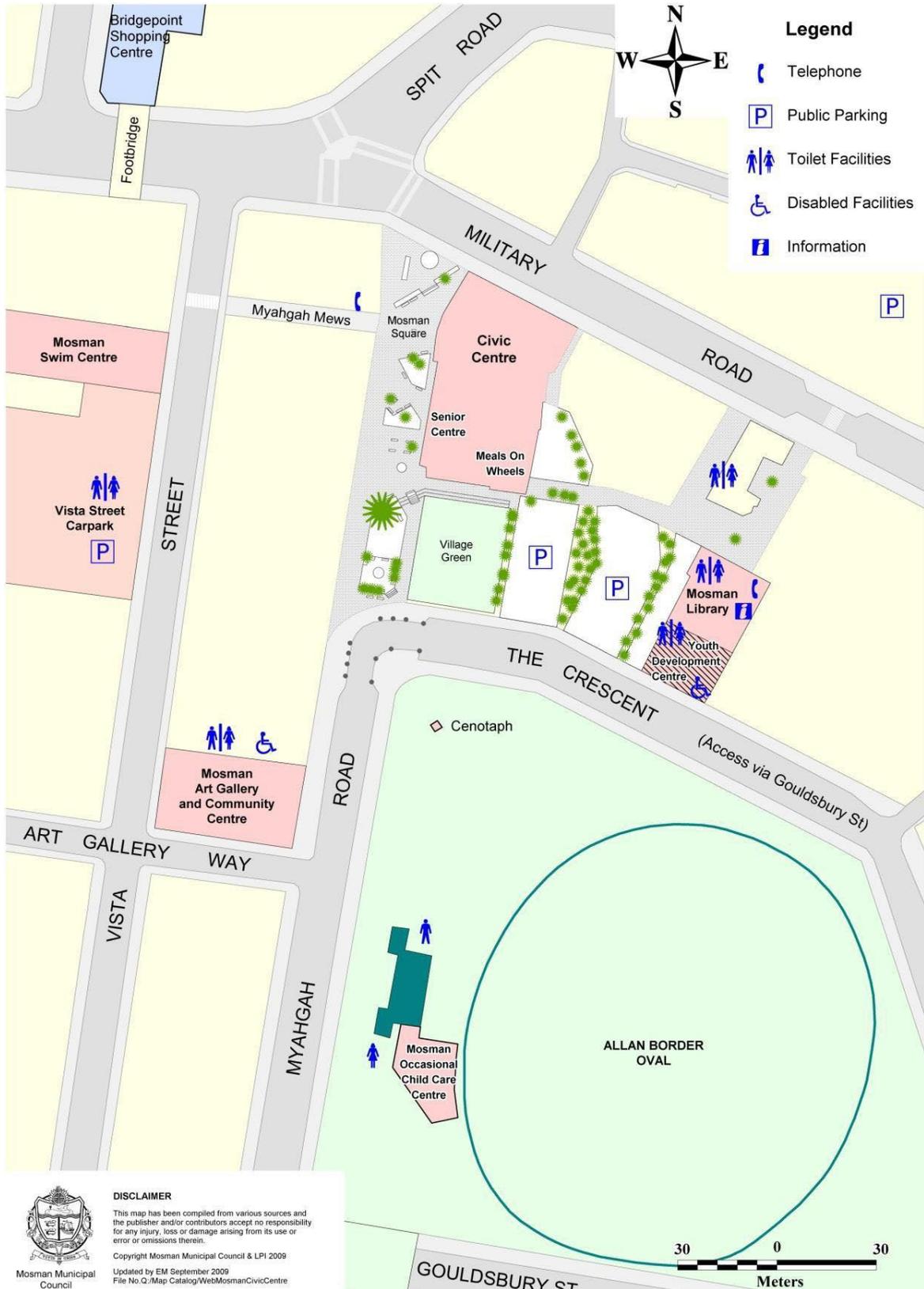


MOSMAN YOUTH CENTRE

VENUEHIREINFO
ANDPROCEDURES

Introduction

Located under Mosman Library and across from Allan Border Oval, the Mosman Youth Centre is available for hire by community groups to hold meetings and gatherings of a civic or educational nature.



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History

Originally an undercover parking lot, the space was transformed in 1995 to become an iconic space specifically for young people in Mosman.

The Youth Centre is a vibrant and multi-purpose venue with artworks and murals created by young people hanging in the main centre space. The large space can be divided into two with a modern bi-folding glass door system separating the main area from the hub and meeting space.



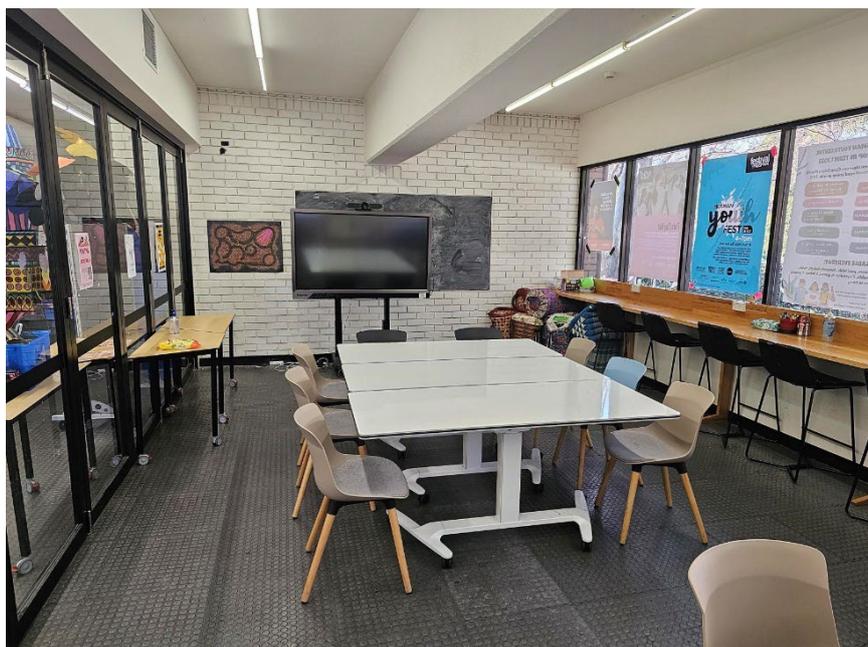
Facilities

The Youth Centre has a recently renovated medium sized kitchen with fully stocked cupboards, tea and coffee making facilities, oven, stove top, microwave, dishwasher and seating facing the kitchen.

There are several two-seater couches, along with a variety of sturdy beanbags, 3 large whiteboard tables, several smaller interlocking tables, including chairs and stools for approximately 30 people.

When the bi-folding dividers are open, the main area of the centre can be cleared away to provide a space that is 16m x 12m and can accommodate approximately 100 people standing.

There are female, male and disabled toilet facilities inside the Centre.



Parking

Location of parking stations are indicated on the map by the symbol 'P'. There is also ample street parking with restrictions applying at certain times of the day.



Venue Hire Terms and Conditions of Use

Hirer Priority

- First Priority: All residents living in Mosman and community groups based in Mosman.
- Second Priority: Other local community groups seeking regular use of the Centre who seek the involvement of the first priority group.
- Third Priority: Other local community groups seeking casual use of the Centre, although such groups will be encouraged to use the Mosman Cultural and Community Centre, the Drill Hall and other facilities in Mosman.

Access to the Centre

- Council will not permit the Centre or part of the Centre to be used exclusively by any group or individual, in order to facilitate accessibility of the Centre to all users.
- Initially, hire arrangements will be subject to a trial period of six months, with initial arrangements with any single hirer limited to three months, to ascertain impact on services otherwise delivered at the Centre.
- After the trial period, use of the Centre or part of the Centre will be approved for no more than twelve months. Centre bookings will be reviewed every twelve months to ensure that the distribution of bookings is equitable.
- The hirer may not assign or sub-let the premises or any part thereof.
- Council reserves the right to cancel any booking if maintenance or building works are required.
- The hirer may only use the Centre for the purposes shown on the "Application for Hire of Venue" form.
- The Centre will be available for hire between the hours of 8.30am – 7pm, at times that do not conflict with use of the Centre for youth and other Council-related activities, and that are otherwise deemed to be operationally feasible.
- When the hire period falls outside of the Centre's regular operating hours, access will be facilitated by Council's Ranger Services, who will also secure the building at the end of the lease period. Under no circumstances is the hirer permitted to leave the premises before it is secured.

Application for Hire

- Application for the hire of the Centre must be lodged in writing using the appropriate application form by a person over the age of eighteen.
- The minimum booking period is one hour for fixed bookings and two hours for casual bookings. Bookings may be accepted for whole hours only and hourly fees are paid accordingly.

Booking Deposit and Security Bond

- All applications are subject to an approval process. Successful applications will be confirmed in writing. On receipt of confirmation of the booking, the applicant may be required to forward a booking deposit of 30% of the full hiring charge.

- The hirer is required to complete and return Council's Hire Indemnity Form prior to the booking date.
- The balance of fees and if applicable, the bond, will be required 14 days prior to the booking date.
- The bond is required to guard against damages to the Centre, Centre resources and Centre facilities, should they occur as a consequence of hiring the Centre. The bond will be refunded to the hirer within fourteen days, on Council determining that no damage has been caused.

Cancellation

In the event of a cancellation by the hirer, a percentage of the full booking charges may be forfeited by the hirer as follows:

- | | |
|---|----------------|
| ▪ 24 hours prior to the function | The whole fee |
| ▪ Between 1 – 7 days prior to the function | 75% of the fee |
| ▪ Between 7 – 14 days prior to the function | 50% of the fee |
| ▪ More than 14 days prior to the function | 25% of the fee |

Function Coordination

- Hire of the Centre's rooms and facilities does not include the management and co-ordination of functions and events. Hirers are responsible for the organisation and co-ordination of all details regarding their functions and hire of the Centre, other than in exceptional circumstances.
- In the exception that Council staff are required to provide venue management, including technical assistance and function coordination services, fees will be charged to the hirer.

Mosman Councillors and Staff Use of the Centre

- The Centre is available to the Councillors and staff of Mosman Municipal Council on the same basis as to regular private hirers.
- Councillors should advise the General Manager at the time of Venue Hire booking.
- Staff should advise the Director of Community Development at the time of Venue Hire booking.

Community Youth Events

- Special security arrangements are required to ensure the safety of both guests and the security of the building and surrounding area. This must be provided in the form of either extra centre staffing and/or professional security persons. All such arrangements will be at the hirers expense.

Use of the Facility

- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the Centre.
- The hirer shall, while on the premises, abide by the directives of Council staff and the conditions of use as described in this Policy and Council's Workplace Health and Safety Policy.

- The hirer is responsible for the behaviour of those in attendance during the hire period.
- Council reserve the right to ban and/or have any person/group removed from the premises where that person/group has or is likely to cause injury/damage to other persons or property.
- The hirer may have access to the Centre prior to the booked period on consultation with Council. Consideration must be shown to other users of the facility when dual usage is arranged.
- All functions are to cease by and all people must have vacated the premises by 7pm.
- The hirer will not be permitted to access the Centre's office area or equipment. Access to Council's telephones is not available.
- The hirer shall not engage with members of the public, other than those associated with the purpose of hire. In the event community members call into the Centre during the period of hire, the hirer shall redirect these people to Council staff at all times.

Observance of Venue Hire Period

- Observation of the allocated booking times is important to avoid clashes between the various hirers who use the Centre premises and regular youth related programming held on site.
- The Centre premises must be vacated on or before the agreed time.
- In the event of hire outside of the Centre's regular operational hours, access will be facilitated by the Council Ranger Services. Contact details for Council's Ranger Services will be provided upon confirmation of booking.
- Under no circumstances will the hirer vacate the premises before such time that the building is secured by the Council Rangers at the end of the hire period.
- In the event that Council Ranger Services are not available to secure the premises at the agreed time, the hirer will follow all directions provided by Council Ranger Services in ensuring the building is locked prior to departure.
- Extension of the hiring time is not possible without prior notice to Youth Centre staff and booking office.

Care of Premises

- The Centre premises and facilities must be left in a clean and tidy condition by the hirer prior to vacating the premises.
- The hirer is responsible for proper cleaning of kitchen areas and equipment used, and for loss or damage to Centre equipment and facilities, which are used by themselves or caterers, musicians, decorators, etc. contracted by the hirer.
- All hired areas are to be left as they are found and resources including furniture must be returned to their correct location.
- Any equipment used is to be returned to its correct storage area, unless otherwise advised.
- All rubbish is to be collected and placed in the appropriate waste and recycling bins.

Music and Noise

- Music and noise are to be restricted to a reasonable level. All music and noise must cease by 7pm or the bond will be forfeited.
- The level of noise emissions from any band, orchestra, musical instrument, Moby Disc/DJ or activity within the facility shall not exceed normal background noise level when measured at the nearest boundary of any residential property.

Smoking

- The Centre has a non-smoking policy. Smoking is not permitted on the premises or within 10 metres of Council property.

Licencing

Alcohol can be consumed but not sold on the premises. The hirer must ensure that:

- No person under the age of 18 years shall be served with alcoholic liquor or allowed to consume alcoholic liquor.
- No alcohol is to be consumed outside the premises.
- The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.

Damages and Repairs

- The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning which may become necessary as a consequence of the booking.
- Council reserves the right to determine the cost of any damages and/or extra cleaning necessary, above and outside that which is normally expected following usage of the Centre. Council reserves the right to retain all or a part of the administration fee to meet such costs if necessary, or to bill the hirer for additional costs.
- The hirer will be responsible for any expenses relating to the replacement of or damage to art works.

Insurance

- The hirer, if an incorporated body, must have a public liability insurance policy noted, endorsing Council's interest in the function.
- Hirers should have their own insurance for any items of value brought into the Centre.

Property

- Council shall not be responsible for any form of loss or damage arising from the hiring of Council's facilities and from events being held in Council's facilities. Council recommends appropriate security and indemnity measures, be taken by the hirer or any person in the facility at the invitation of the hirer, in respect to any loss particularly in instances where charity/fundraising events are being conducted from the facilities.

- The hirer is not permitted to remove or relocate any property or items in the Centre not belonging to the hirer, without written consent from Council.

Storage

- Storage facilities are not available to Centre hirers. All items brought onto the premises by the hirer must be removed each time after using the Centre.

Decorations

- Decorations may only be put up with permission of and under the supervision of Council staff.

Safety

- No items shall be placed in front of or obstruct clear access to the fire exits or fire safety equipment.
- The hirer is responsible for delivering programs and activities that minimise the risks of personal injury or damage to the Centre's equipment, fittings and facilities. Ball games and activities that involve running are not permitted.
- Mosman Council forfeits any liability for personal injury caused to the hirer and/or any people associated with the hire as a result of unsafe handling or moving of equipment and furniture.

Children

- Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering or leaving the Centre building or grounds.

Activities for Children and the Responsibilities of Hirers

Hirers of Mosman Community and Recreation Facilities and Sporting Ovals for the purposes of conducting activities for children are bound by NSW Child Protection Legislation. Persons working directly with children, including volunteers, may be required to undertake Working With Children Checks or provide Prohibited Employment Declarations prior to commencing their work. Clubs and Service providers are encouraged to visit the NSW Office of the Children's Guardian website for more information about the Working with Children Check, including who is required to hold one. Free training and information about becoming a child safe organisation is also available.

Please view our Child Safety information here:

- [Child Safety | Mosman Council \(nsw.gov.au\)](https://www.nsw.gov.au/child-safety)

Further information regarding your obligations can be found on the following websites:

- [Online Forms Child Safety Statement | Mosman Council \(nsw.gov.au\)](https://www.nsw.gov.au/child-safety)

Animals

- No pets or animals are allowed on the premises with the exception of guide dogs for the visually impaired.

Equipment

- The hirer is responsible for set up requirements of facilities that differ from the normal layout of the Centre, or for unique functions such as parties.
- The hirer is required to ensure that all facility equipment and/or furniture is cleaned and undamaged. Any damaged furniture and equipment must be reported immediately. Hirers not reporting damage or faults will be held responsible for the repair of the goods.

Access, Set Up and Pack Up

- The hirer may have access to the Centre prior to the booked period for the decoration of rooms and halls on consultation with Council.

Walls, Alterations and Painting

- The hirer shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises.
- Council must grant written permission for any alteration made to fixtures, walls, ceilings, or floors.

Prohibited Substances and Articles

The hirer is not permitted to take into or use the following substance within the Centre and grounds:

- Any type of firework or flammable substances;
- Any chemical substance deemed toxic or dangerous.

Uncollected Goods

- All items of property owned by the hirer must be removed from the Centre on or before the agreed vacation time, unless special arrangements have been made otherwise.
- Any goods left on the premises after occupancy may be removed and disposed of at the discretion of Council, without compensation to the owner or person responsible.

Breach of Agreement

- Council reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of conditions of use.
- Failure to comply with the requirements set out in the conditions of use will be regarded as a breach of agreement, giving Council the right to sue for the recovery of any amount due and/or to cancel all or any such future booking.

Fees

Hire fees are detailed on the Application Form.

A security bond of \$500.00 applies for casual hire and for functions and activities where Council staff are not in attendance.

A minimum hire of 2 hours applies to casual hirers.

Commercial/Private

Commercial and Private hirers are defined as those where the income from the hirer's activities are dispersed to an individual, individuals or a commercial company. Individuals who wish to hire the Centre for a private function are classified as Commercial/Private hirers.

For example:

- Commercial hire of the Centre for a product launch, commercial event or business meeting.
- Private hire of the Centre for a birthday party or similar function.
- Commercial/Private hire is only available on weekdays.

Community

Community hirers are those where the income from the hirer's activities are retained by a community group or organisation. The activity of the group has a clear and demonstrated community benefit.

For example:

- A community arts organisation who hires the Centre for meetings. The group's activities are essentially non-profit and can be accessed by a wide cross section of the community.
- Activities run by incorporated non-profit organisations such as art societies, rotary clubs etc.
- Community education classes/activities such as aerobics, dancing, language, activities.

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