

1. The Hirer must be at least 18 years of age to hire a Hornsby Shire Council venue and may be required to provide photographic identification upon request.
2. The Hirer must disclose an accurate description of the purpose of hire and the venue may only be used for the manner described.
3. Council requires a minimum of 2 business days' notice to accept a booking. Bookings outside of this time frame will be reviewed on a case-by-case basis. If time permits. Council will only accept bookings within the current calendar year. Please note, all bookings are not authorised until Council has provided written confirmation.
4. All venues have a minimum 2-hour hire period with minimum 30-minute increments thereafter unless otherwise specified. This may be reconsidered if a 2-hour hire period is not available.
5. All venues where a birthday party of any age is being held have a minimum four (4) hour hire period.
6. The venue must not be entered prior to the hire period and similarly must be vacated by the time the hire period ends. If the agreed booking time is exceeded, additional hire fees will be applied and invoiced.
7. To allow the entry or consumption of alcohol at any Council community venue, it is the responsibility of the hirer to register their function on the NSW Police Force website at [https://www.police.nsw.gov.au/online\\_services/party\\_safety](https://www.police.nsw.gov.au/online_services/party_safety). The hirer must complete registration no less than 14 days prior to the Venue Hire and registration number is to be provided to the Venue Management team
8. Council's cancellation policy is as follows:
  - 7 days' or more notice: 100% refund minus non refundable booking fee
  - Less than 7 days' notice: full hire fees payableCancellations for seasonal and regular hire are to be undertaken by hirer's online or by contacting [ynt@hornsby.nsw.gov.au](mailto:ynt@hornsby.nsw.gov.au).
9. In the event that the hirer commits a breach of any of these Terms and Conditions of Use or General Hire Conditions, Council and/or Police may immediately terminate the agreement and require immediate vacation of the venue without prejudice to any right or action which may arise prior to such termination. Any fees and charges paid by the hirer will be forfeited.
10. Council reserves the right to periodically update these General Use Conditions and Terms and Conditions of Use. Changes will be communicated to hirers and hire agreements updated where required.
11. Conditions may be imposed for some types of events including, but not limited to additional security requirements, traffic control plans, high risk conditions, safe work method statements and/or event safety plans.
12. A security deposit is required for high-risk events. If at the conclusion of the hire there are no breaches to the Terms and Conditions of Use the security deposit will be refunded to the hirer's financial institution. Security deposit amounts are published in Council's Fees and Charges schedule available on Council's website.
13. Council has designated venues nominated for high-risk events. High-risk events are considered to be, but

## General Hire Conditions

not limited to, 16 – 21 year old birthday parties, youth events, large crowd events and live music events. The hirer must be at least 18 years of age to hire a Council venue for a high-risk event and will be required to provide 100 points of identification prior to confirmation of the booking.

14. High-risk events are subject to special conditions and therefore, require at least four (4) weeks' notice to be considered for approval.
15. Licensed security guards holding a certificate of currency for public liability for no less than twenty million dollars (\$20,000,000.00) must be employed at high-risk events for the duration of the event. Evidence of security guard employment and insurance is to be provided to Council not less than four (4) weeks prior to the booking. A minimum of one licensed security guard for up to 50 guests and thereafter, a ratio of one licensed security guard for every additional 50 guests is required.
16. The event must not be openly advertised without prior written consent from Council. This includes advertising via the internet including social media and forums.

The Hirer acknowledges and accepts that there are scheduled maintenance works completed each year and that the venue will be unavailable for hire and cannot be accessed during this time. The asset maintenance schedule is subject to change with prior notice from Council. Council is under no obligation to relocate the hirer to an alternate venue during periods of scheduled asset maintenance and venue closures.

In the event of an emergency please telephone emergency services on 000.

If Venue Hire or damage is sustained as part of the Hire (outside of office hours) and if use of services become restricted please contact Council after hours service on 9847 6666. Ensuring details are provided to Council Officer to apply appropriate resource.

To report any other issues or to provide feedback:

Lodge a service request online: [hornsby.nsw.gov.au/council/about-council/contact-us](https://hornsby.nsw.gov.au/council/about-council/contact-us)

Email: [vmt@hornsby.nsw.gov.au](mailto:vmt@hornsby.nsw.gov.au)

Telephone: 9847 6050