



**THE NEW SCHOOL OF ARTS**  
NEIGHBOURHOOD HOUSE INC.

**THE NEW SCHOOL OF ARTS NEIGHBOURHOOD HOUSE INC**  
**Facilities Hire Booking Form & Agreement**

<b>Group/Organisation Name</b>				
<b>Contact Person</b>				
<b>Position</b>				
<b>Postal Address</b>				
<b>Phone</b>				
<b>Mobile</b>				
<b>Email</b>				
<b>Purpose</b>				
<b>Date(s)</b>				
<b>Time</b>				
<b>Number of participants</b>				
<b>Which facility/ room(s)?</b>	<input type="checkbox"/> Hall	<input type="checkbox"/> Chambers A	<input type="checkbox"/> Chambers Office	
	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Chambers B	<input type="checkbox"/> Grafton Pop Up Hub	
<b>Fee Category</b>	<input type="checkbox"/> Category 1 – Commercial or Private Use	<input type="checkbox"/> Category 2 – Government & Funded Groups	<input type="checkbox"/> Category 3 – Not-for-profit Groups	<input type="checkbox"/> Category 4 - NSOA Partners
<b>Equipment required/hired</b>	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Tables	<input type="checkbox"/> TV	<input type="checkbox"/> Data Projector
	<input type="checkbox"/> PA System	<input type="checkbox"/> Chairs	<input type="checkbox"/> DVD Player	<input type="checkbox"/> Screen
	<input type="checkbox"/> Other (please specify)			
<b>Other services</b>	<input type="checkbox"/> Tea/ Coffee (free)	<input type="checkbox"/> Faxing	<input type="checkbox"/> Telephone	
	<input type="checkbox"/> Internet	<input type="checkbox"/> Printing/ Photocopying	<input type="checkbox"/> Other (please specify)	

**Please note:** Extra charges for equipment hire and other services will incur extra charges.

**Declaration:** I have read the conditions of hire and agree to all the terms and conditions described and will pay all fees as quoted.

Print Name: ..... Signature: ..... Date: ...../...../.....

OFFICE USE ONLY

Approved by GM: \_\_\_\_\_ Date: \_\_\_\_\_ Fee  
category to use for invoicing: \_\_\_\_\_

## Conditions of Hire

### Operating hours

The New School of Arts Neighbourhood House inc. (NSOA) operates between 7:30am to 6:00pm, Monday to Friday. Facilities hire is available between these hours, after hours and on weekends.

### The hirer must:

- Be 18 years or over.
- State precisely the type of activity to take place in the Centre.
- Adhere strictly to the hiring hours.
- Under no circumstances enter any areas other than the area hired and common areas.
- Recognise the multi-use aspect of the Centre.
- Ensure their activities do not affect the safety of or intrude on other Centre users, staff and surrounding residents.
- Immediately inform the General Manager of any safety issues or identified hazards.
- Not tamper with any device or system designed for use in an emergency such as fire extinguishers or fire hose reels.
- Ensure all windows and doors are locked and air conditioners and lighting are turned off when leaving the building.
- Hirers are responsible for leaving the area they use clean and tidy.

### Booking, fees & Cancellation

- All bookings are to be made in writing to The New School of Arts Neighbourhood House inc. via email [skye.sear@nsoa.org.au](mailto:skye.sear@nsoa.org.au) or by fax on 026642 1425.
- A completed application form and payment is required in advance. If invoicing is required this can be arranged at time of booking. Forms are to be signed by the person responsible for payment of fees and any other charges arising from the booking.
- If hirer is after hours prior arrangements must be made for collection of keys. If a key is supplied a replacement cost will incur if lost or stolen.
- Priority will be given to community groups over commercial or private interest groups.
- A written or verbal cancellation must be provided 48 hours prior to the hire. Any cancellations received less than the 48 hours notice will incur the cost of the hire.
- ***Bookings can only be for a period of one term at a time. If you would like to extend your booking beyond a term please complete a new facilities hire form.***

### Rights of Refusal

- The New School of Arts Neighbourhood House inc. reserves the right to refuse or accept any booking or to cancel any booking already made and the centre shall not be liable in any way for any loss or damage.

### Access to centre

- Prior arrangements need to be made for hire if access is required outside of operational hours.
- Consideration must be given to the surrounding residents with noise kept to a minimum upon leaving the premises.
- It is recommended that hirer inspect the premises prior to hire.
- Wheelchair access is only accessible during operational hours.

### Cleaning/Vacating of room

- Hirer is responsible for leaving the room and facilities in the condition it is found.
- Rubbish to be disposed in bins provided and empty at the end of session.
- Hirer is responsible for vacating within the booked time and for closing of room. All equipment and lighting must be switched off before vacating.
- A \$50.00 cleaning fee will be charge to any hirer who does not leave the room or facilities in the condition it is found.

### Damages

- Any damage is required to be reported to the reception area and the hirer will be liable for the replacement cost of the damage item.

### **Alcohol/Smoking/Drugs**

- Alcohol must not be consumed on the premises without prior consent of the NSOA General Manager.
- Smoking is prohibited anywhere within a 10 metre radius of any of the NSOA buildings. Smokers are asked to dispose of their butts responsibly.
- No illicit drugs are permitted on the premises.

### **Conduct**

- The hirer is responsible for the conduct and safety of each and every person in attendance at the event. Should it become necessary for the hirer to leave the facility during the event he or she must nominate a responsible person to act on his or her behalf.
- Children must be supervised at all times by the hirer or their nominated representative.
- NSOA will not tolerate disorderly or offensive behaviour.

### **Public Liability Insurance**

- Clubs, associations, corporations, incorporated bodies or sporting bodies and any other hirer conducting any kind of profit making or commercial activity are required to have public liability insurance in a sum of not less than \$10 million. A copy of the insurance coverage must be provided at the time of booking.

### **Contact details**

**The New School of Arts Neighbourhood House Inc.**

**Cnr Spring & Skinner St (PO Box 82)**

**South Grafton NSW 2460**

**Phone – 02 6640 3800**

**Fax – 02 6642 1425**

**Email – [kim.demmery@nsoa.org.au](mailto:kim.demmery@nsoa.org.au)**

### **Emergency Contact Details**

- Fire/police/ambulance emergencies dial **000**
- General Manager - 0488426843 (to be used for after-hours problems or emergency only)