

Casuarina Aquatic & Leisure Centre Community Room Application



Local Government Act 2019
City of Darwin By Laws 2023

Permit No:

Applicant Details

Organisation or Hirer's Name:				
Contact Person (for enquiries regarding application):	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other
Postal Address:				
Residential Address:				
Contact Number:	Phone:	Mobile:		
Email:				

Booking Details

Booking Date/s Required:		
Time Required (times must include set up, pack up, and venue cleaning, ready for the next hirer):	From:	To:
Type of activity/event:	<input type="checkbox"/> Commercial/Private	<input type="checkbox"/> Non-for-Profit Organisation
Details of activity/event:		
How many attendees:		
Additional items/equipment proposed to be brought into facility by the hirer:	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details below):	

Lodgement Details – All applications require a minimum 5 business days notice

Post:	Customer Service City of Darwin GPO Box 84 DARWIN NT 0801	Hand Delivery:	Customer Service Civic Centre 17 Harry Chan Avenue DARWIN NT 0800
Fax:	(08) 8930 0311	Email:	darwin@darwin.nt.gov.au

Conditions of Use

- 1 These terms and conditions relate to City of Darwin's Casuarina Aquatic & Leisure Centre (CALC) community room. The room is available for hire as per City of Darwin's Fees and Charges. The Fees and Charges are updated on an annual basis as part of Council's budget process.
- 2 The community room is available to hire daily from 6:00am to 7.30pm Monday to Friday, and 8.30am to 7.30pm Saturday and Sunday including public holidays (except Good Friday, Christmas Day and New year's Day when the venue is closed). The booking needs to include allocated time for the set up prior and cleaning up of the room after use.
- 3 Functions must cease at 7.00pm and may not continue in the car park. The Community Room must be cleaned and the entire facility vacated by 7.30pm.
- 4 All hirers are required to leave the community room in a clean and tidy condition. The Hirer is responsible for bringing their own cleaning supplies (e.g. detergent, dish cloth, spray and wipe).
- 5 Any introduced litter to the community room or in the surrounding area resulting from your booking must be removed from the premises.
- 6 The person making the booking must be over 18 years of age and accept responsibility for the security of the facility.
- 7 The Hirer of the community room must ensure the following:
 - The room is left in a clean and tidy condition.
 - Hirers are required to clean the room including the kitchen, floors and any outside areas used and ensure all rubbish is removed from the venue.
 - No loose rubbish is to be left behind by the Hirer. At the end of the booking, all furniture and appliances must be restored to their original position.
 - No damage or breakage to the room, its fittings or furniture and appliances or apparatus.
 - Children under the age of 15 years are under the direct supervision of an adult at all times
 - All lights, air-conditions etc are turned off and any windows and doors are locked and secure when leaving the community room.
 - No additional usage time of the facility, beyond the original application hire time frame agreed to.
 - The return of the key(s).
 - Compliance with all other conditions of hire.
- 8 If the Hirer does not adhere to any of the above, an invoice will be sent to reimburse City of Darwin for any costs incurred.
- 9 It is prohibited to consume alcohol at Casuarina Aquatic & Leisure Centre.
- 10 No items may be attached to any walls or ceilings in any manner, or alteration made (e.g. no sticky tape, hooks or Blu Tack).
- 11 No food shall be sold without the appropriate licences or permits.
- 12 City of Darwin reserves the right to refuse any application and to cancel a booking previously approved. With such cancellations, City of Darwin will refund any fees paid by the Hirer.
- 13 Cancellation or transfers of bookings must be provided in writing five business days prior to the date of hire, otherwise the full hire charge will be forfeited.
- 14 The Hirer shall, during the term of hire and at the discretion of City of Darwin, keep in force a policy of public liability insurance for an amount not less than \$20 million in the name of the Hirer and City of Darwin. Exceptions may apply at the discretion of City of Darwin.
- 15 The Hirer shall also be solely liable for, and shall indemnify and keep indemnified the City of Darwin against death of, or injury to the
- 16 Hirer or their employees or subcontractors, or damage to property which arises to whatever extent out of or in connection with the hire and against all liability, loss, damage, actions, proceedings, claims etc. brought against the City of Darwin (whether at law or under any statute or otherwise to whatever extent) in respect or in connection with or in consequence of such death or injury or damage to property.
- 17 The community room key must be picked up by the hirer, or a nominated person who is 18 years or older, to be signed out and in from the pool reception desk on day of booking.
- 18 Regular commercial or private bookings will not be permitted at the Casuarina Aquatic & Leisure Centre community room.
- 19 Hirers must ensure their guests using the room do not access any other area of the facility, other than the the toilets and reception area.
- 20 Operational emergencies during room hire concerning the room should be directed to pool staff at the reception area.
- 21 Emergencies that occur outside of normal office hours should be directed to City of Darwin's contracted After Hours number on 8989 2843.
- 22 All music and general noise must be kept to a moderate level and must not disrupt other users of the Casuarina Aquatic & Leisure Centre. This includes refraining from creating a disturbance when leaving the venue (i.e. sounding your car horn).
- 23 The Hirer is responsible for taking all reasonable steps to ensure the safety and wellbeing of individuals during the hired period. It is the Hirer's responsibility to ensure they familiarise themselves with the emergency evacuation plan for the hired room.
- 24 The Hirer must ensure access is freely available to all exits, fire escapes and doors at all times. All fire exits must be kept free from obstruction and not used as a thoroughfare during the hire period. The provision of first aid equipment is the responsibility of the Hirer. Hirers are encouraged to ensure first aid equipment is available throughout the duration of the hire period.
- 26 All incidents, damage or injury to City of Darwin's premises, property or other persons must be notified to City of Darwin by close of business on the next business day.
- 27 The Hirer shall bear the sole risk and responsibility of items left within the Community Centre, including but not limited to risk of theft, or damage to the items.
- 28 Smoking is not permitted anywhere at the Casuarina Aquatic & Leisure Centre.
- 29 The burning of candles and/or incense as part of a cultural activity or a religious ceremony may be permitted, with the prior written consent from City of Darwin.
- 30 Balloons are not permitted in the Community Centres. The Hirer will be responsible for any costs incurred from the removal of balloons and any damages. Where possible, no single use plastics will be used on site.
- 31 The Hirer must comply with these Conditions of Use. Failure to do so will result in the Hirer not being able to hire the Community Centres again.
- 32 City of Darwin has CCTV throughout Casuarina Aquatic & Leisure Centre for the safety and security of hirers and to protect Council's assets. This data may be utilised to investigate breaches of the Centre's Conditions of Use, incidents, accidents and any criminal behaviour.

Code of Conduct

Purpose

The Code of Conduct guides the behaviour that everyone is expected to demonstrate while at any of City of Darwin's Community Centres or Rooms.

Statement

Community Centres and Rooms are places for the community to come together to share, enjoy and participate in events, programs, activities, meetings and social gatherings. Community Centres/Rooms strive to be safe, secure and inclusive environments where all members of our diverse community feel a sense of belonging. The Code of Conduct outlines the principles of good conduct and standards of behaviour that help to achieve this.

Expected Standards of Behaviour

- Respect the rights, dignity and worth of everyone, regardless of their gender, age, sexuality, race, religion, ability, culture or vulnerability
- Be fair, honest and considerate
- Provide an environment that is respectful and tolerant of diverse beliefs and views
- Provide an environment free of harassment, bullying and abusive language or behaviour
- Provide children with positive guidance and encourage appropriate behaviour
- Take all reasonable steps to protect children from harm
- Report (suspected) breaches of the Code of Conduct or Conditions of Use to Council.

Unacceptable Behaviour

- Aggressive and abusive behaviour
- Behaviour that is inconsiderate or offensive to others
- Communicating inappropriately (i.e. screaming, swearing, intimidation, use of words of a derogatory nature) that causes offense or disturbance to others, including conducting and receiving mobile telephone calls
- Displaying material that is offensive to others
- Actions or behaviours that harm or create the risk of harm, such as intimidation and harassment
- Engaging in any other behaviour which could offend, embarrass or threaten others
- Damaging, stealing, modifying or misusing the community room
- Trespassing, including unauthorised entry outside of booked hours.

Breaches of the Code of Conduct/Disciplinary Action

Any breaches of the Code of Conduct may result in being asked to leave the Community Centre, and failure to comply with any directions may result in Police involvement. This may result in cancellation of all future bookings and/or use of the Community Centres.

Declaration

I confirm that the booking details including venue, date(s) and time(s) required, as set out above, are correct and include the time required for setting up the venue and cleaning prior to departure.

I have read and understood the above Conditions of Use and Code of Conduct and I will abide by them, along with any other conditions City of Darwin may impose.

Full Name :		
Signature:		Date:

Please refer to Page 4 for cleaning requirements.

.....

Approving Officer:

Date:

Signature:

.....

Office Use Only – Invoice Request

05.222039.580.601

Total Invoice Amount:
21 – inc GST

.....

Casuarina Aquatic & Leisure Centre Community Room Cleaning Checklist

Please note, you are not permitted to enter the community room prior to the start time of your booking. Set up, pack down and cleaning must be undertaken within your allocated booking time.

Things you'll need to provide:

- Cleaning cloths, sink plugs, garbage bags, cleaning liquids, bench cleaner and detergents.
- Broom, mop and bucket.
- Kitchenware e.g. Cutlery, crockery (glass or ceramic items are not permitted).

Please complete the checklist before you vacate the community room:

- Sweep and mop floors.
- Wipe down all bench tops, tables, chairs and backrests.
- Wipe out the microwave and fridge (if used during your booking).
- Remove all items from the fridge and any other personal items.
- Empty all rubbish bins and remove of all rubbish from the venue.
- Replace bin bags.
- Safely stack and return all tables and chairs to the corner of the room as you found them.
- Close and lock all windows.
- Turn off the lights and air conditioners.
- Lock both external doors to the community room.

If the community room is found dirty following your function, or if any damage is found, you will be invoiced for the costs incurred.

If you find something that is broken, out of place or has not been cleaned, please take photos and email them to darwin@darwin.nt.gov.au or call **8930 0300** (between 8:00 am and 5:00 pm Monday to Friday) so that we can follow up and resolve the issue.

Thank you for your cooperation. We hope your function is a success.

.....

Privacy Statement

City of Darwin collects personal information from you, including your personal contact details. We collect this information for the purpose of updating our administrative systems to be able to carry out Council's functions. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. City of Darwin may disclose the information provided by you to a third party, in accordance with the *NT Information Act* or our *Privacy Policy*. If you choose not to provide us with your information, we will be unable to complete your request. Your personal information will be handled in accordance with our *Privacy Statement* and the *Information Act 2002 (NT) (The Act)*. Council's Privacy Statement is available from City of Darwin, Harry Chan Ave, Darwin, or via the Council's website at www.darwin.nt.gov.au

.....