

Community Centre 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):

Postal Address:

Residential Address:

Contact Number:

Email:

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Phone:			Mobile:	

Booking Details

Community Centre Required:

Booking Date/s Required:

Requesting a permanent ongoing booking?

Dates to be excluded from ongoing booking:

Time Required (times must include set up, pack up, and venue cleaning, ready for the next hirer):

Type of activity/event:

Details of activity/event:

How many attendees:

Are you introducing alcohol? (applies to **Malak Community Centre** only)

Additional items/equipment proposed to be brought into facility by the hirer e.g. PA / speakers (note: music equipment for regular bookings is not permitted, however may be permitted for one-off bookings)

<input type="checkbox"/> Lyons	<input type="checkbox"/> Malak (Large Hall)	<input type="checkbox"/> Malak (Small Hall)
<input type="checkbox"/> Nightcliff (Boab)	<input type="checkbox"/> Nightcliff (Pandanus)	
<input type="checkbox"/> Yes Starting Date: Finishing Date: <input type="checkbox"/> No		
If yes, which days of the week are required:		
<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed
<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> Sun		
From:		To:
<input type="checkbox"/> Commercial	<input type="checkbox"/> Community	<input type="checkbox"/> Private
<input type="checkbox"/> No <input type="checkbox"/> Selling <input type="checkbox"/> Consuming (BYO)		
<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 City of Darwin has three Community Centres in Lyons, Malak and Nightcliff. The facilities are 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 Centres are available to hire daily from 6:00 am to 12:00 midnight. The booking needs to include allocated time for the set up prior and cleaning up of the facility after use.
- 3 Functions must cease at 12:00 midnight and may not continue in the car park. The Community Centre must be cleaned and the entire facility vacated by 1:00 am.
- 4 All hirers are required to leave the Community Centre in a clean and tidy condition. The Hirer is responsible for bringing their own cleaning supplies to the Centre (e.g. detergent, dish cloth, spray and wipe).
- 5 Any introduced litter to the Community Centre or in the surrounding area resulting from your booking must be placed in the bins provided or removed from the premises.
- 6 Regular bookings may be established but are not available on Friday or Saturday night due to high demand.
- 7 The person making the booking must be over 18 years of age and accept responsibility for the security of the facility.
- 8 The Hirer of the Community Centre must ensure the following:
 - the facility being left in a clean and tidy condition. Hirers are required to clean the facility including the kitchen, toilets, floors and any outside areas used and ensure all rubbish is removed from the venue and placed in the outside bin provided. 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 facility, 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, fans, air-conditions etc. are turned off and any windows and doors are locked and secure when leaving the Centre
 - 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
- 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 Lyons and Nightcliff Community Centres. City of Darwin may approve the consumption of alcohol at Malak Community 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 funds 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 If the Hirer does not use the Community Centre at the time and on the date approved by City of Darwin, and in the opinion of City of Darwin the facility was fit for use and this was not communicated to Customer Service, a refund will not be provided.
- 15 The Hirer shall, during the term of hire and at the discretion of Council, 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.
- 16 The Hirer shall also be solely liable for, and shall indemnify and keep indemnified the Council against death of, or injury to the Hirer or his 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 Council (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 Community Centre key(s) must be picked up by the Hirer, or a nominated person who is 18 years or older, between 8:00 am and 5:00 pm Monday to Friday from Customer Service, a few days prior to the date that the facility is hired.
- 18 The Community Centre key(s) must be hand delivered to Customer Service as soon as reasonably practical, following the hire.

- 19 If City of Darwin has given approval for a Hirer to use a facility on a regular basis and the group fails to use the facility on the date and times agreed without notifying Customer Service, City of Darwin reserves the right to revoke the approval.
- 20 All regular bookings will be reviewed on an annual basis and City of Darwin reserves the right to revoke their approval at any time.
- 21 Hirers must ensure their guests using the facility do not access any other area of the facility, other than the area hired, including the toilets and kitchen area.
- 22 Operational emergencies during business hours concerning the hired facility should be directed to 8930 0300. Emergencies that occur outside of normal office hours should be directed to City of Darwin's contracted After Hours number on 8989 2843. In the event that City of Darwin's contracted security firm is called out to a Community Centre when the facility has been hired, City of Darwin will recover the costs incurred from the Hirer.
- 23 All music and general noise must be kept to a moderate level and must not disrupt local residents and other Hirers. This includes refraining from creating a disturbance when leaving the venue (i.e. sounding your car horn).
- 24 The Hirer is responsible to take all reasonable steps to ensure the safety and wellbeing of individuals during the hired period.
- 25 It is the Hirer's responsibility to ensure they familiarise themselves with the emergency evacuation plan for the hired facility.
- 26 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.
- 27 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.
- 28 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.
- 29 The Hirer shall bear the sole risk and responsibility of items left within the Community Centre (including cupboards and storage cages), including but not limited to risk of theft, damage to or deterioration of items for any reason including flood, fire, leakage or overflow of water, mildew, heat and pests/vermin.
- 30 Smoking is not permitted in the Community Centres.
- 31 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.
- 32 Balloons are not permitted in the Community Centres. The Hirer will be responsible for any costs incurred from the removal of balloons and any damage of the ceiling fans.
- 33 Where possible, no single use plastics will be used on site.
- 34 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.
- 35 City of Darwin has CCTV in the Community Centres 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 is the behaviour that anyone using our Community Centres is expected to demonstrate while at any of City of Darwin's Community Centres.

Statement

Community Centres are places for the community to come together to share, enjoy and participate in events, programs, activities, meetings and social gatherings. Community Centres 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 Centre
- 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 acknowledge that if City of Darwin approves this application, I will be required to comply with the Conditions of Use.

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

Full Name:		
Signature:		Date:

Approving Officer:

Date:

Signature:

Additional conditions

Office Use Only – Invoice Request

Description:	Budget Number:	GST Code:	\$ Amount:	Total Invoice Amount: \$
Malak Community Centre	W900281.8010.601	21		
Lyons Community Centre	W900280.8010.601	21		
Nightcliff Community Centre	W900282.8010.601	21		

Add to Monthly Schedule

Community Centre Cleaning Checklist

Welcome to a City of Darwin Community Centre.

Please note that the start time of your booking indicated on this permit is the earliest you are permitted to enter the Community Centre to commence any set up for your activity. Set up, pack down and cleaning should all 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
- Cutlery and crockery

Please complete the checklist before you vacate the Community Centre:

- Sweep and mop floors.
- Wipe down all bench tops
- Wipe down the stove top, 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 dispose of the rubbish in the bins provided at the Community Centre
- Replace bin bags
- Wipe down tables and chairs (if used during your booking)
- Safely stack and return all tables and chairs to the storage room, ensuring access to cages is maintained
- Remove all decorations and any materials used to secure the decorations
- Ensure that the outside area is free of litter
- Flush all toilets
- Close and lock all windows
- Turn off the lights, fans and air conditioners
- Lock all external doors to the Community Centre and toilets

If the Community Centre 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.

Emergencies that occur outside of normal office hours should be directed to City of Darwin's contracted after hours number on 8930 0900. In the event that City of Darwin's contracted security firm is called out to a Community Centre when the facility has been hired, City of Darwin will recover the costs incurred from the Hirer.

With your assistance, we can keep the Community Centres in top condition for everyone.

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