

Community Centre Application Form



How to complete this form:

1. Please print clearly and ensure that all fields have been filled out correctly.
2. Once completed you can submit this form by facsimile, email or in person. Please refer to Section 3 Lodgement Details for further information.
3. Hire of the Community Centre will not be confirmed until a completed community centre application form is received and the payment of the hire fees has been invoiced by City of Darwin.
4. Public Liability Insurance may be required. This will be established after lodging this application.

SECTION 1 APPLICANT DETAILS

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

SECTION 2 BOOKING DETAILS

Community Centre Required:	<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)
Booking Date Required:	<input type="text"/>
Requesting a permanent on-going booking?	<input type="checkbox"/> Yes <input type="checkbox"/> No Starting date: <input type="text"/> Finishing date: <input type="text"/>
Time Required: (times must include set up, pack up and venue cleaning, ready for the next hirer)	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
Type of activity or event:	From: <input type="text"/> To: <input type="text"/>
Type of activity or event: (e.g. dance classes/children's activities)	<input type="checkbox"/> Commercial <input type="checkbox"/> Community <input type="checkbox"/> Private
How many people will attend this activity or event:	<input type="text"/>
Are you introducing alcohol? (this applies to Malak Community Centre only and a further form will be required)	<input type="checkbox"/> No <input type="checkbox"/> Selling <input type="checkbox"/> Consuming (BYO)



Additional items/equipment proposed to be brought into the 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)

No

Yes (Please provide details below)

SECTION 3 LODGEMENT DETAILS

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

Please read and sign the Conditions of Use below.

Terms and Conditions

- The 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.
- The Community Centres are available to hire daily from 6:00am to 12:00 midnight. The booking needs to include allocated time for the set up prior and cleaning up of the facility after use.
- 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 1:00am.
- 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).
- 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.
- Regular bookings may be established but are not available on Friday or Saturday night due to high demand.
- The person making the booking must be over 21 years of age and accept responsibility for the security of the facility.
- 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-conditioners 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 the costs.
- 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. An additional permit must be obtained from City of Darwin.
- 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).
- No food shall be sold without the appropriate licences or permits.
- 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.
- Cancellation or transfers of bookings must be provided in writing 5 working days prior to the date of hire, otherwise the full hire charge will be forfeited.
- 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.
- 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 \$20,000,000 in the name of the Hirer and the City of Darwin. Exemptions may apply at the discretion of City of Darwin.
- 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 of or in connection with or in consequence of such death or injury or damage to property.
- Community Centre key(s) must be picked up by the Hirer, or a nominated person who is 21 years or older, between 8:00am and 5:00pm Monday to Friday from Customer Service, a few days prior to the date that the facility is hired.
- The Community Centre key(s) must be hand delivered to Customer Service as soon as reasonably practical, following the hire.
- 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.
- All regular bookings will be reviewed on an annual basis and City of Darwin reserves the right to revoke their approval at any time.
- 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. Smoking is not permitted in the Community Centres.
30. 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.
31. Helium gas balloons are not permitted in the Community Centres. The Hirer will be responsible for any costs incurred, from removal of balloons and any damage of the ceiling fans.
32. Where possible, no single use plastics will be used on site.
33. The Hirer must comply with these Terms and Conditions. Failure to do so will result in the Hirer not being able to hire the Community Centres again.
34. The Hirer is required to record the name, contact phone number and time of people who attend their event, if attending for longer than 15 minutes. Contact details must be held for a period of 28 days, after which all information must be destroyed. The Hirer must provide contact details to an authorised officer of the Northern Territory Government for contact tracing if directed. You can request a Contact Tracing Register template from the Customer Service team if you require. Council has also appointed a COVID Safety Supervisor, who can be contacted on 8930 0300 if you require further information.
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 for cleaning prior to departure.

I acknowledge that if the City of Darwin approves this application, I will be required to comply with the Conditions of Use.

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

Full Name:

Signature:

Date:

Privacy Statement

The information requested is being collected by the City of Darwin to be able to carry out its functions. The 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 which is available on our website www.darwin.nt.gov.au

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