



Nowra Youth Centre

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Application to use Nowra Youth Centre

Facility Required: (tick) Meeting Room Drop-in/Café Rehearsal Room
 Art Room

Contact Name _____

Organisation (if applicable) _____

ABN _____

Address _____

Suburb _____ Post code _____

Phone _____ Mobile Number _____

Type of Activity _____

Date/s _____

Time/Hours From _____ To _____

Number of People in attendance (Approximately) _____

Equipment Required (please tick)

TV/Video Player Overhead Projector Other (please list) _____

Public Liability/Certificate of Currency Attached Yes No

Public Liability Policy Number _____

Meeting Room Fees (all fees include GST)

Facility	COMMUNITY			Hour	CORPORATE/ GOVT	
	Hour	Half Day	Full Day		Half Day	Full Day
Meeting Room	\$15	\$45	\$75	\$30	\$90	\$150

*(Charges include access to TV/Video, Overhead Projector and basic Tea/Coffee facilities
BYO Tea/Coffee/Milk)*

Youth Centre (Access to the main space which includes Computer Cafe, Kitchen, Drop In Space/equipment and the main meeting room)

Facility	COMMUNITY			Hour	CORPORATE/ GOVT	
	Hour	Half Day	Full Day		Half Day	Full Day
Drop In, Kitchen, Computer Cafe	\$30	\$90	\$150	\$60	\$180	\$300

Principles of Use

- Hire facilities are primarily for hire by community groups and organisations. Priority will be given to Youth Groups and Youth Organisations however other groups in the community are able to access the facility dependant on availability.

Description of Meeting Room

- The meeting room can seat up to 40 people seated and 30 seated with tables.
- Tables, chairs and whiteboard are provided. Arrangements must be made to use TV/Video and overhead projector.
- The room has its own kitchenette with small fridge, own hot water system, sink and cutlery.
- The room is air conditioned and access to sound system.
- The venue has full disabled access and toilet.
- The room can be divided into two smaller rooms each with whiteboard facilities.

Description of Youth Centre Drop In Space

- The main Drop In Space can seat up to 80 people (10 @ 8 tables) tables, chairs and whiteboard are provided. Arrangements must be made to use TV/Video Data Projector and overhead projector.
- The space includes access to the main kitchen, Computer Cafe, Drop In Equipment (pool table, ping pong, air hockey table, lounges, TV/DVD/Video)
- The space has access to a sound system.
- The venue has full disabled access and toilet.

PLEASE NOTE: Use of Centre equipment needs to be identified upon application for use of facilities. NYC staff will ensure identified equipment is available. It is up to the Centre users to operate correctly.

A photocopier is available for you to use - the cost is 10c for black and white copies and 20c for colour copies.

A form will be provided to you to keep a record of use and the cost will be added to your room hire invoice. Cash is happily accepted.

Conditions of Use

The Management Committee of Nowra Youth Services Inc has implemented the following Conditions of Use for all user groups.

- Upon request for use of our facilities for hire you will be told about availability or you will be requested to fill out a hire application form.
- **NOTE: YOUR BOOKING WILL NOT BE CONFIRMED UNTIL RECEIPT OF COMPLETED APPLICATION FORM IS RETURNED.**
- Completed application forms must be returned with an attached Copy of your Public Liability Certificate of Currency
- The person who is filling in the application will be the designated responsible venue user unless stated otherwise. This person's duty is to make sure all these conditions are met and adhered to. This is the person who will be responsible to the Management Committee through the Centre Manager.
- Once the application form is received, it may take some time to be approved/not approved therefore we encourage your application form to be submitted early.
- If your application is for longer than one school term period, you must re submit a new application each term.
- All dates of hire need to be identified on the application
- A bond may be required and must be paid before the intended use date.
- Some equipment is available for your group (such as television & video equipment, data projector, whiteboard and overhead projector facilities) but your group is responsible for bringing your own materials and the use of the equipment.
- **The facilities are to be left the way you found them (including all rubbish disposed of in bins, any cutlery/utensils used to be washed and put away, all furniture to be placed back in original position, air conditioning turned off) before you leave the building. If for some reason it is not, you must contact the centre Manager at the earliest time to explain the circumstances (Please note that you may lose part of your bond/deposit if NYC staff, have to perform this duty on your behalf, if a bond was not paid you may be charged an additional fee).**
- If the alarm system is activated while you enter or leave the premises, you will be responsible for a call out fee if a security person is dispatched. Please make sure that you secure the building correctly on entry and exit.

- Any damage to the building or facilities will incur a repair/replacement fee from the venue hirer. This is to be paid as soon as possible as this may affect the remainder of your hire contract.
- The meeting room has its own kitchenette facilities. However you will need to directly request to use the kitchenette otherwise the main kitchen will be the only access point.
- If the facilities are continued to be left untidy, your group will receive an initial warning, followed by a written letter. The third instance will result in the group being asked to find alternative premises for a period of three months. There is NO guarantee that your group will be able to access the facilities at a later date.
- No furniture, chairs, crockery or other equipment is to be removed from the building.
- The building is declared smoke free therefore the only smoking area is outside the side entrance door unless otherwise stated. Please make sure your group uses the bins provided for that purpose. The building is also declared an Alcohol Free Zone.
- If you need storage for items, please arrange with the Centre Manager prior to use. Please note that we are unable to store large items. **Nowra Youth Services will not assume any responsibility for any such belongings left on the premises.**
- **Other charges your group incurs will be noted and added to your invoice. This includes phone calls, photocopying, fax transmissions, etc.**
- A cancellation fee equivalent to 50% of the first day of the booking will be charged if booking is cancelled within 24 hours prior to use. Please note that the cancellation fee would be half the booking fee.
- Nowra Youth Services reserves the right to refuse bookings at its discretion.
- Nowra Youth Services reserves the right to change or amend its fee structure and Conditions of Use in regards to its provision of Services to the Community.

Booking Agreement

I, _____ (as the nominated representative of)
 _____ (Organisation)

- ❖ **Have read the conditions of use that apply to using any of the facilities of the Nowra Youth Centre.**
- ❖ I agree to abide by and am bound by those conditions.
- ❖ I agree that I/hire organisation may be liable for any loss or damage of equipment resulting from negligent use.
- ❖ I agree to cover hiring charges and/or bond (if applicable)

Signature of Applicant _____ Date _____

Office Use Only

Application (circle)	Accepted	Not Accepted
Fee/Bond Paid or To be paid	\$	
Receipt Number		
Was Key/Security Pin Required		
Date Keys were:	Allocated	Returned
Name of worker making booking		
Certificate of Currency Attached	Yes <input type="checkbox"/> (Policy Number) No <input type="checkbox"/>	
Review of Fees and Conditions of Use	January 2005	

Follow up info: