

Crown Land Manager Board Gosford Rates of Hire—Trust Facilities as at 23/7/2017

Address: Gosford Showground
Showground Rd, Gosford 2250
P.O..Box 1569, Gosford 2250)
www.centralcoastregionalshow.com.au
<https://gosfordshowground.wordpress.com>

Contact Roma:
Ph 02.4311 2854, Mob 0401 306 708
Email: romastone11@gmail.com
Treasurer:
jenniferwinlade@bigpond.com

Definition Community Hire: Voluntary and not - for - profit groups.

Definition General Hire: Individuals, private, business, councils, government, political.

Minimum Hire: Three (3) hours, then hourly rate up to maximum of 8 hrs. Over 8 hrs at daily rate.

FACILITY	COMMUNITY (Includes GST)	BOND	GENERAL (Includes GST)	BOND
"THE OLD TOTE TRUST ROOMS"	Minimum 3hrs = \$33 Additional @ \$11 per hr or \$110 .Per Day	\$100	Minimum 3hrs = \$66 Additional @ \$22 per hr or \$220 Per Day	\$150
GLENNIE ST CAR PARK Subject to availability	\$220 per day		\$550 per day	

BOND

GST does not apply.

CASUAL HIRERS: A Bond of **\$100** will be required to be paid in advance, upon completion of the hire and subject to the condition of the room being satisfactory, Bond refund will be effected.

REGULAR HIRERS: A Bond of **\$100** paid in advance will be retained while ever booking is held .

BUMP IN FEE may be applied depending on period required

CANCELLATION:

In case of cancellation, the hirer shall advise the Trust's Booking Officer in writing at least 7 days prior to the booked date or 50% of the Hire Fee shall be forfeited

PUBLIC LIABILITY INSURANCE: Copy of Certificate Of Currency is required for all hirers except Private.

The Function/Meeting Room is large and interconnecting so can use whole or part of area .
Suits up to 100 persons depending on set up.
It has a tiled floor and air conditioning. 14 tables, 10 Trestles and 50 chairs are provided.

Extras are available at:

CHAIRS @ \$2 ea.

TRESTLES @ \$4

The kitchen is basic with good electric stove/oven, fridge, microwave, benches & shelves.

Plenty of parking & convenient amenities block.

NAME OF HIRER _____

BOOKING DATE/S _____

HOURS From _____ to _____

PURPOSE OF HIRE _____

PAYMENT SCHEDULE (A tax invoice will be issued)

ROOM HIRE \$ _____

Includes: 48 Chairs, 10 Trestles 14 Tables

Additional Chairs if required: _____ @ \$2 \$ _____

Additional Trestles if required: _____ @ \$4 \$ _____

Glennie St Car Park if applicable \$ _____

Sub Total (inc. gst) \$ _____

Bond: \$ _____

Total \$ _____

PAYMENT METHOD

Cheque / Cash / Mastercard/Visa / Direct Deposit

DIRECT DEPOSIT

TO: GOSFORD SHOWGROUND TRUST (ABN 59 162 148 935)

BSB 062653 A/C No. 00901059 Reference Hirer's Name

CREDIT CARD PAYMENT

Mastercard Visa

Amount: \$..... Expiry Date:

Card Number _____ / _____ / _____ / _____ CVN _____

Print Cardholder's Name: _____

Cardholder's signature: _____

PLEASE PROVIDE HIRER'S BANK DETAILS FOR REFUND OF BOND.

BSB _____ A/C No, _____

OFFICE:

Date rec'd:

Tax Invoice/Receipt #

Bond Refund:

Date:

Amount:



Crown Land Manager Board Gosford

Room Hire Terms and Conditions:

1. An application form for booking of the “Old Tote Trust Rooms” facility must be completed and signed by the applicant and approved by the Trust representative.
2. This signed form acknowledges the hirers acceptance of the ‘Terms and Conditions of Hire.
3. Bookings should be made as early as possible and are subject to availability.
4. Bookings may not necessarily be confirmed immediately, but will be confirmed as soon as practicable.
5. Payment for Bookings and Bond to be made in advance.
6. All users other than private (e.g. family function) must be covered by Public Liability Insurance.
7. Property and all personal belongings are the responsibility of the hirer.
8. The House management cannot be held responsible for any damage or loss. It is strongly advised that you do not leave such property unattended.

Children:

Children must be supervised at all times

Animals

No animals (with the exception of Seeing Eye Dogs) are permitted in the premises

Cleaning:

1. The areas of hire must be left as found for the next booking.
2. Remove food scraps and if necessary empty rubbish bins and replace furniture.
3. Floors are to be swept, stove and benches cleaned and wiped down.
4. Failure to clean hired areas to a required satisfactory standard may result in Bond being withheld.

Conduct:

1. It is important that all groups and individuals are aware that we all have a responsibility to each other and should behave harmoniously and in a responsible manner at all times whilst within Showground area and the Old Trust Tote Rooms.
2. It is expected that all property will be treated with the utmost respect and courtesy.
3. No storage is permitted under any circumstances.
4. Nothing is to be attached to the walls or any surfaces, under any circumstances.
5. Strictly no smoking or drugs permitted on the premises.


Damages:

1. Please report ALL damages, faulty equipment or any problems to the Trust Contact as soon as possible.
2. The hirer will be charged at replacement value for ANY and ALL damages incurred by them during their use of the facility or its equipment.

Security of Building::

Upon vacating, the hirer is responsible to ensure all lights are turned off, all internal and external doors are secured as per the agreement and any keys returned as instructed.

Emergency only: Caretaker Mob. 0417 288 445



Crown Land Manager Board Gosford
Room Hire Terms and Conditions cont'd:

Limit of Hire:

1. The hirer is only entitled to use the part of the facility as applied for and agreed to by signing of the Booking Application Form.
2. The room will only be available during the agreed times as indicated on the Booking Application Form. Any alterations to these times will require prior approval
3. Hirer to carry out set up and return furniture as found unless agreed otherwise.
4. *Alcohol:* Special Terms and Conditions apply including, but not confined to, provision of security; NO sales or glass permitted.
5. The Hirer must not sub-let to any other group.
6. The facility must be vacated by 10.00pm unless by prior approval.
7. The Hirer is at all times required to comply with all reasonable requests of the management or its appointed representatives.
8. The management reserves the right to accept or reject an Application without having to provide a reason.

AGREEMENT

APPLICANT: _____

ACTING FOR: _____

ADDRESS _____

MOB: _____ **EMAIL** _____

I/We agree to the above Terms and Conditions of Hire

SIGNATURE: _____ **Date:** _____

Completed Booking Form, Agreement and Payment made out to "CLM Board Gosford" to be provided preferably via Email: romastone11@gmail.com (P.O. Box 1569 Gosford 2250)

CLM Board Contact:

Mrs Roma Stonestreet, Ph.: 02.4311 2854 | 0401 306 708 Email romastone11@gmail.com
Treasurer jenniferwinslade@bigpond.com

Thank you for booking the "Old Tote Trust Rooms" at Gosford Showground .We hope you will enjoy using our facility. If you have any enquires or concerns please speak to the nominated Trust contacts as above.