

# Redfern Community Centre

## Booking Application

### About this form

You can use this form to apply for a booking at the Redfern Community Centre. Please Note: Organisers of outdoor events must carry out a letter box drop informing local residents of their intentions at least 2 weeks prior to the event. Written notices for the letter box drop must be approved by the Community Centre prior to issue.

### How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by email, mail and in person. Please refer to the Lodgement details section for further information.

### Part 1: Applicant Details

Given Name/s\*

Family Name\*

Postal Address\*

Organisation/Group Name\*

Program Name

Home Number\*

Mobile Number\*

Business Number \*

Email Address\*

Would you like to be added to the Redfern Community Centre mailing list to receive information about upcoming events at the centre?

Yes  No

### Part 2: Booking Details

1. How many people will attend this activity or event?

2. Purpose of Program or Group (e.g. self help, recreation, community meeting etc)

3. Activities regularly conducted (please indicate if your group requires the sprung floor, meeting room or computer access)

4. How does this program meet the needs of local residents, community groups or others?

5. How often does your group want to meet at the centre?

6. Date of first booking if approved

7. Preferred start time

Preferred finish time

## Part 2: Booking Details Continued...

7. Preferred start time

Preferred finish time



8. Do we have your permission to publish details in the Centre's newsletter and program? No  Yes

9. Is your group incorporated? (please tick box) No  Yes

If Yes, please provide details (in box below)

10. Does your group have an ABN? (please tick box) No  Yes

If Yes, please provide details (in box below)

11. Is your group registered for GST? (please tick box) No  Yes

12. Is your group affiliated with any other organisation or parent body? (please tick box) No  Yes

If Yes, please provide details (in box below)

13. Is your group a registered charity? (please tick box) No  Yes

If Yes, please provide details (in box below)

14. Does your group have public liability insurance? (please tick box) No  Yes

If Yes, please provide details (in box below)

Please Note: You will be required to provide a public liability 'Certificate of Currency' prior to your use of the Centre

15. Please indicate the category that best describes your group (please tick box below)

Aboriginal or Torres Strait Islander organisation  Disability support group  Older person's group

Culturally and Linguistically diverse  Women's group  Youth group

Other #

# If Other, please provide details (in box below)

Please note: Attach additional pages if there is insufficient room to provide details.

## Part 3: Equipment Requests

| Equipment Available   | Quantity required |
|---|-------------------|
| Chairs  |                   |
| Tables  |                   |
| Whiteboard  |                   |
| Lectern   |                   |
| <b>Basic Audio Visual</b>   |                   |
| CD player/speakers  |                   |
| PA System (1 microphone for announcements or MC)<br><b>NB:</b> For live music or CD through PA, fill out separate 'PA & Audio-Visual' section |                   |
| Digital Projector and Screen  |                   |
| TV with DVD/CD player   |                   |

**Part 3: Equipment Requests (continued) - Catering Equipment Available**

| Equipment Available  | Quantity required |
|--|-------------------|
| Urn  |                   |
| Commercial Kitchen for catering purposes                                       |                   |
| Access to Kitchenette on Level 1 or 2 for hot water (bring own tea and coffee) |                   |

Please describe all the items in your program (e.g. MC, singers, musicians, dancers)

Please list the equipment and the room set up you require (e.g. theatre style, 'U' shape, conference etc.)

Redfern Community Centre will attempt to meet your equipment requests but not all may be possible. A technician may want to discuss your program and requirements in further detail.

Provide a contact name and number for the best person to contact for more information

**Part 4: Booking Requirement**

| Venue/room   | Dates | Activity | Time |
|--|-------|----------|------|
| Full performance space (sprung floor)  |       |          |      |
| Half performance space   |       |          |      |
| Multipurpose room  |       |          |      |
| Activity Room  |       |          |      |
| Commercial kitchen (please circle Yes or No below)<br>Is the room for self catering use Yes/No<br>Is the room for a training course Yes/No |       |          |      |
| Amphitheatre   |       |          |      |
| Market area  |       |          |      |
| Level 1 Large meeting room (basement)  |       |          |      |

## Part 5: Fees

| Group Type   | Fees             |
|--|------------------|
| Community or non-profit groups   | \$32.00 per hour |
| Performance Space/Youth Space - Commercial, Government or Politicians  | \$59.00 per hour |
| Meeting Room/Activity Room - Commercial, Government or Politicians   | \$35.00 per hour |
| PA & Audio Visual - Community Centre technician (subject to availability)  | \$47.00 per hour |
| <b>After hours caretaker*</b> (partial cost, in addition to above)   | <b>Fees</b>      |
| Weekday staff before 9am/additional staff member during normal hours   | \$38.70 per hour |
| Weekday out of hours staff after 9pm   | \$44.50 per hour |
| Out of hours staff (Saturday)  | \$58.00 per hour |
| Out of hours staff (Sunday)  | \$77.40 per hour |
| Out of hours staff (Public Holiday)  | Price on inquiry |
| * The after hours staffing fee rate will apply per staff member that is required to be present during after hours operation. |                  |

**Note:** If you wish to discuss fees applicable to your group and exemptions that may be available please contact the centre on 9288 5713.

The City of Sydney aims to deliver inclusive and accessible events. If you have any particular access or communication needs please advise the staff prior to booking.

If you wish to have a Welcome to Country or Acknowledgement to Country within your booking please seek guidance from staff prior to the booking.

## Part 6: Privacy & Personal Information Protection Notice

**Purpose of collection:** This information is being collected for the purpose of delivering venue hire services in the Council area (Council Land).

**Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.

**Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The City Life Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Part 7: Lodgement Details

You can lodge the completed application by:

**MAIL / IN PERSON:** 29-53 Hugo Street Redfern, Monday to Friday 9am to 5pm.

**EMAIL:** [redferncc@cityofsydney.nsw.gov.au](mailto:redferncc@cityofsydney.nsw.gov.au)

**WHAT NOW:** Once your application is received a Council Officer will contact you within 10 working days to discuss your requirements. Please note that completion of this form does not secure your booking and you may be asked to provide additional information.

**TELEPHONE:** (02) 9288 5713

**WEBSITE:** [cityofsydney.nsw.gov.au/explore/community-centres/redfern-community-centre](http://cityofsydney.nsw.gov.au/explore/community-centres/redfern-community-centre)

### Office Use Only

Receiving Officer (print name)

Date Received

Receipt Number

Comments (if applicable)