



## **Central Coast Conservatorium of Music (CCCM) Facility Hire Policy**

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Central Coast Conservatorium (CCCM) acknowledges that the wider community would like, at times, to use the Facilities and Property that belong to CCCM for private functions. This policy has been developed to cover such occasions or events. This policy covers the Robert Knox Hall, any studio space the courtyard and any other part of the CCCM as considered necessary.

### **Authority**

This policy has been developed by the CEO of CCCM and is to be administered by the CCCM staff.

### **Availability**

Applications to use the facility or borrowing of property will only be considered if no CCCM function has a booking for the property. The CCCM Board has the right to refuse any group that they feel are inappropriate, for the use of the facility or equipment.

### **Bookings**

Bookings are to be made through the administrative staff of CCCM during normal working hours on Monday to Friday.

### **Access to property**

Persons requiring access should phone the office on 4324 7477 to arrange access.

### **Damage**

Damage must be reported to the CCCM office within 24 hours and paid for within 21 days. A form is included in this document to report such Damage.

### **Insurance Cover (Hall Hirer's Licence)**

Any business or other organisation that wishes to hire the CCCM facilities will need to take out their own \$10m Public Liability insurance cover and are required to provide CCCM with a Certificate of Currency to confirm that their cover is current and up-to-date.

### **Forms**

All Forms must be completed and submitted at the CCCM office to confirm the booking, 24 hours before the commencement of the booking.



## Conditions for use of CCCM facilities

- Ensure all windows are closed.
- Ensure all floor areas are clean and vacuumed.
- Chairs to be replaced in the same format as found and any marks removed.
- Ensure all electrical switches and appliances are turned off.
- Any breakages/damage must be reported to the CCCM Office within 24 hours, and reimbursed to CCCM within 21 days.
- All care must be taken to prevent the likelihood of damage or breakages within the facility buildings; therefore all activities should be assessed prior to their commencement.
- Central Coast Council City Noise Restrictions ask that all Music be turned down or off by Midnight on Weekends and 10pm on Weeknights.
- No smoking within any of the buildings
- Complete the lock up checklist attached to this form.

I have read and accept the above conditions.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## CCCM Facility Agreement

Name of person / organisation hiring:

Address:

Email:

Mobile number:

Spaces to be hired (please tick)

- Robert Knox Hall
- Courtyard
- Studio Hire
- Rehearsal Studio

Frequency: Is this "once off" or Short-term or regular booking (please circle)

Date of event:

Event time/s:

Access date:

Access time:

Lock up time:

Do you require equipment?

- |   |  |
|---|--|
| <input type="checkbox"/> Hall projector | <input type="checkbox"/> Hall Audio Visual Recording Equipment |
| <input type="checkbox"/> Grand Piano    | <input type="checkbox"/> Microphones                           |

Name of Hirer

Signature

Date: