



Blackheath Community Centre Bates and Phillips Halls

User Guide



Hiring of Centre

Blackheath Community Centre is owned and operated by Blue Mountains City Council (BMCC). BMCC is responsible for all maintenance of the Centre and its facilities.

Blackheath Area Neighbourhood Centre (BANC) administers bookings for the Centre on behalf of BMCC.

An application form to hire the Centre must be completed online <https://banc.org.au/hall-hire/> The applicant must be 18 years of age or over.

BANC will email an invoice, Conditions of Hire, and User Guide to the hirer on behalf of BMCC.

Inspection of the Facility

Hirers can inspect the facility prior to use. Appointments are necessary and must be during business hours. Please contact BANC to arrange an appointment.

Fees

All fees are set by BMCC and can be found here <https://www.bmcc.nsw.gov.au/documents/current-fees-charges>

Payments can be made to the BANC bank account as follows: Name:

Blackheath Area Neighbourhood Centre

BSB: 633-000

Account no.: 119-265-700

Reference: Booking name

Access to the Centre will not be permitted until full payment has been made.

A deposit of 50% of the hire fee applies to fees more than \$100. A booking is not confirmed until a deposit has been taken.

An application for refund of the bond will be submitted to BMCC when keys are returned and the facility has been left clean and tidy.

If there is a variation in hiring fees after the booking is accepted but before the function is held, the hirer will be notified of the variation and will be required to pay any increase prior to the function. If the hirer has paid in full before the function is held and before any variation in hiring fees, there is no additional payment required by the hirer.

Cancellation of Booking

Twenty-five percent (25%) of the total hire fee will be retained by BMCC in the event your function is cancelled without notice of at least one (1) week.

Keys

The keys for Bates and Phillips Halls can be collected during office hours at BANC, 41 Gardiner Crescent, Blackheath. A receipt must be presented when picking up keys.

Keys can be returned after hours in the letter box outside 41 Gardiner Crescent.

PA and Screens

Philips Hall has a PA System which hirers can use with their own equipment. Bates Hall has no PA System.

Both Bates and Philips Halls have built in screens. A \$100 refundable deposit is required for each Screen Remote. **Bins**

If your event requires additional bins for rubbish clean up, please contact BMCC on 4780 5000.

Banners

Hirers are permitted to hang a banner advertising their event on the outside of the building using existing attachment points only for the duration of their event and for up to one week prior to its commencement. Banners must be removed immediately after the conclusion of the event.

BANC Hours

BANC opening hours are Monday to Friday 9.30am- 12:30pm and Monday to Thursday 1:30pm to 4.30pm.

After hours issues

If there are issues with the Centre after office hours, please ring BMCC on 4780 5000.

Contacts

Blue Mountains City Council (BMCC)

2-6 Civic Place, Katoomba

Phone (02) 4780 5000 (business and after hours) Email
council@bmcc.nsw.gov.au

Blackheath Area Neighbourhood Centre (BANC)

41 Gardiner Crescent, Blackheath

Phone (02) 4787 7770 (business only)

Email community@banc.org.au