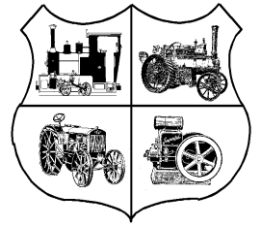




CAMPBELLTOWN STEAM AND MACHINERY MUSEUM



Operated by the:

NEW SOUTH WALES STEAM PRESERVATION CO-OP SOCIETY LIMITED

Correspondence PO BOX 905, CAMPBELLTOWN, NSW 2560 Telephone 0417 215 513

All correspondence: csmm.info@gmail.com

Site Hire Agreement.

Conditions.

Hire Period

Booking applications must be submitted at least 6 weeks prior to the date of required site hire and must be approved by the members of CSMM.

Your booking will start and end at the times set out in the hire arrangement. You will not have access to the site before or after these times unless otherwise organised. The delivery or removal of equipment, setting up or cleaning of the venue must be completed during the hire period.

Please note overnight camping will incur an additional donation of \$15 per person for an unpowered site. If you require a powered site (e.g for medical reasons) this will be considered upon request.

Payment of Donation

Site hire requires a minimum donation to CSMM to the value of **\$250**. The amount is to be agreed upon by the hiring parties and CSMM members. Method of payment will be forwarded upon approval of application.

The balance of site hire must be paid in full prior to the commencement of the hire period.

Insurance

Low risk activity- It is at the discretion of the hiring parties to determine whether insurance is required for the activity.

High risk activity- the hiring party is required to provide their own insurance at their own cost for the period of hire. You must accept responsibility for any claim for damage to property or injury to persons which arise from your use and occupation of the site. CSMM will not accept responsibility for damage or loss of personal property or merchandise on the premises prior to, during or after any event.

Cancellation of Hire

CSMM reserves the right to cancel your booking immediately by verbal or written notice if you are in breach of any of the hire conditions.

Please notify CSMM as soon as possible if the venue hire requires cancellation. Fees may apply if less than 1 weeks' notice of cancellation is not given.

CSMM reserves the right to reject your booking or to suggest an alternative date if your proposed date conflicts with another private hire agreement.

Medical Incident or Emergency Evacuation

In the case of a medical incident, a First Aid kit can be found in the disability accessible cubicle and an Incident Report must be completed and emailed to csmm.info@gmail.com.

If Emergency Services are needed, phone 000. The address of the site is 86 Menangle Road, Menangle Park, NSW.

In the unlikely event of an evacuation all people are to be directed to the front entry gates (see site map). If the incident requiring evacuation is occurring at the front entry gates then please follow directions of the CSMM members on site.

Emergency exit routes and fire hose access are to be kept clear at all times and not obstructed or obscured.

Patron Behaviour

It is understood that patrons will conduct their functions in an orderly manner and in full compliance with the CSMM's direction and all applicable laws. CSMM reserves the right to exclude or eject any persons from the premises without liability. There must be responsible persons in attendance for the duration of the hire period.

Cleanliness

You must leave the site in a clean and tidy condition and return it to the condition before the time of hire. If the site is not left in a clean condition, you will be liable for any expense involved in rectifying. This includes all facilities such as toilets, picnic and barbeque areas.

You are required to remove your own rubbish.

Decorations and signage must not be affixed to any walls or floors of the venue by screws, nails, or any other non-removable adhesives, and must be removed at the end of the site hire.

Use of the BBQ facilities is free and the area must be left clean and tidy at the end of the hire.

Noise

Endeavour to limit offensive noise by all attendees while entering, during your event and on leaving the site.

Boundaries

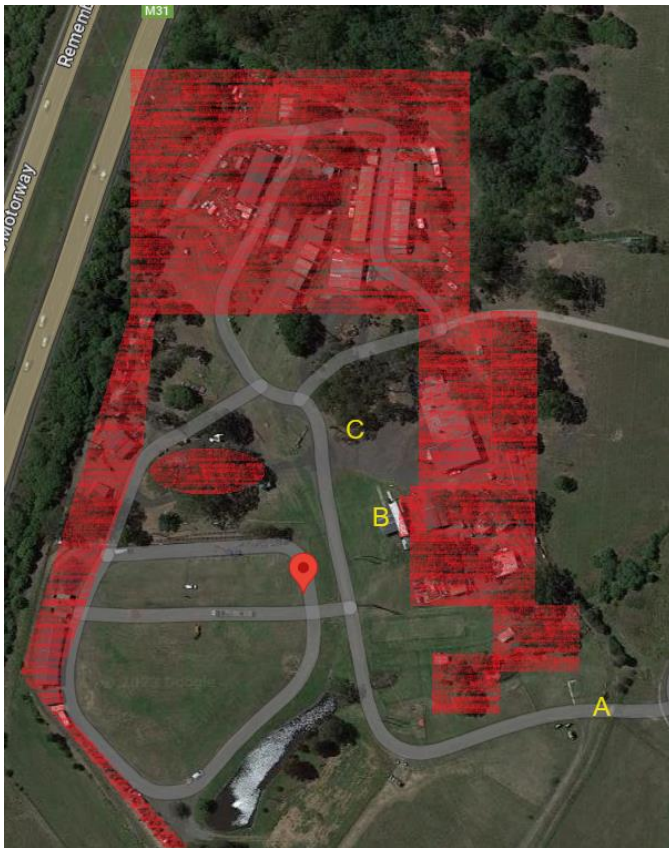
Attendees are allowed the use the site in the common areas. Under no circumstances are any persons allowed in the out of bounds areas indicated on the site map. **Please be advised the site is under video surveillance.**

Local Wildlife

All attendees must be aware that the venue has local wildlife. Care must be taken to not maim or injure any wildlife except if it is life threatening.

Hire of the Train

If you would like to hire the train so that your attendees can experience the museum's 2 ft cane train, a separate donation will be required at the time of booking. Running of the train on steam or diesel is at the complete discretion of the railway crew at the time. All directions of the railway crew must be observed.



- (A) Entrance gate
Emergency evacuation point
- (B) Amenities block
First aid kit
- (C) Picnic and BBQ area
Fire hose reel

Red area is out of bounds for the public and non CSMM members.

Site Hire Application.

By signing below, you are agreeing to the conditions as indicated above, and are expected to meet any requirements and obligations.

Applications to be sent to csmm.info@gmail.com

Name/organisation _____

Address _____

Phone (mobile preferred) _____

Email _____

Purpose of site hire _____

Start Date _____ End Date _____

Start Time _____ End Time _____

Estimated number of attendees _____

Do you need overnight camping? _____

If yes, how many sites? _____

Do you want to hire the train? _____

Comments _____

Signed for and on behalf of the hirer.

Name _____

Signature _____

For CSMM to complete

Approved YES/NO

Agreed Donation amount _____

Member to open and lock up _____

Contact _____

Comments _____

