

Conditions

1. Hire is for the specified area and toilets only.
2. Parking is located in Lake Park Road, North Narrabeen (see map).
3. Deliveries to the Centre must be arranged with the Centre's Facilities Administrator.
4. Council adheres to a no single-use plastic policy: crockery and glassware are provided.
5. Hirers paying the not for profit rate will be responsible for rearranging seating, tidying and washing up after meetings.
6. The hirer is responsible for the cost of making good any damage to the building, its contents or the grounds during this function, including special cleaning.
7. The hirer must comply with the Centre's recycling program. All rubbish must be disposed of as directed.
8. Northern Beaches Council and its staff accept no liability or responsibility for any loss or damage to property.
9. The hirer is responsible for personal injury and for reading and being familiar with Emergency and Evacuation Procedures.
10. After gaining permission and management sighting the RSA Certificate, you must have this same RSA certified person on site for the duration of the event.
11. If the after hours security call-out is activated this will incur an extra fee of \$157.
12. Hirers will comply with the CEC Venue Hire Terms & Conditions document.

Bookings

Please discuss your requirements with our friendly staff:

Phone: 02 9970 1675 or 1300 000 232
Email: cec@northernbeaches.nsw.gov.au
Online: northernbeaches.nsw.gov.au
Write: PO Box 882 Mona Vale NSW, 1660
Visit: Pelican Path, Lake Park Road,
North Narrabeen

Tentative bookings must be confirmed within seven (7) days:

Pay a non-refundable \$94 deposit if requested at any of the Council's Customer Service Centres, or online.

Return this application form via email or in person to the Coastal Environment Centre.

Rates

Refer to current Fees and Charges on Council's website: northernbeaches.nsw.gov.au

Parking

Available in the carpark (B) at the end of Lake Park Rd, North Narrabeen (opposite the café).

The CEC (A) is a short 100m walk along Pelican Path (towards the ocean - on your left).



Venue Hire

Coastal Environment Centre Narrabeen



northern
beaches
council

Coastal
Environment Centre
Narrabeen

Caring for our coast

Facilities

Situated on Sydney's spectacular Northern Beaches, only 250m from North Narrabeen Beach and overlooking Narrabeen Lagoon, the CEC offers a quiet, private and attractive waterfront setting, perfect for your next seminar, training session or small conference.

- Private medium seated conference room (seating capacity of 80) with flexible configuration
- Training equipment including data projector, high speed internet broadband wifi, USB, iPhone & iPod connections, white board and flip chart
- Self catering kitchen facilities available, including urn, crockery, glasses, water jugs and dishwasher
- Undercover 4-sided verandah
- Wheelchair access (to building/rooms only)
- Adjacent lake front accommodation available Sydney lakeside
- Mon - Fri, 9am - 5pm (excl. public holidays)
- Available for hire on an ongoing or casual basis

Application Form

Organisation (where applicable):		
Address:		
	Postcode:	
Contact Name:		
Email:		
Function Date (dd/mm/yyyy)		
Function Time:		
to:		
Type of Function:		
Participants:		
Room Required (please tick):		
<input type="radio"/>	Conference Room (max 80 people)	
Equipment Required (please tick):		
<input type="radio"/>	HDTV	
<input type="radio"/>	USB	
<input type="radio"/>	Data Projector	
<input type="radio"/>	Whiteboard	
<input type="radio"/>	Broadband Internet Wi-fi	
<input type="radio"/>	iPhone and/or iPod connectivity	
<input type="radio"/>	Flip Chart	
Are kitchen facilities required?		
<input type="radio"/>	Yes	
<input type="radio"/>	No (refer to Venue Information)	

Room arrangement (please tick)	
<input type="radio"/>	Lecture Style (chairs only/presenter's table)
<input type="radio"/>	H - Shape
<input type="radio"/>	Centre Block
<input type="radio"/>	U-Shape
Additional tables are required for: (please tick)	
<input type="radio"/>	Food
<input type="radio"/>	Presentation Material
Is any alcohol being consumed on our premises?	
<input type="radio"/>	Yes
<input type="radio"/>	No
If yes, an RSA certificate holder must be on the premises and their current RSA certificate/card sighted.	
Agreement	
I agree to pay all hire charges for the use of the Coastal Environment Centre and to abide by all the conditions of use as stated overleaf. I accept full responsibility for the group and agree to pay for any cleaning, loss or damage caused by any participants.	
Signed:	
Date:	
To confirm a tentative booking please pay a \$91 non-refundable deposit (if requested) at any of Council's Customer Service Centres or online.	
<input type="radio"/>	Cash
<input type="radio"/>	Credit Card
<input type="radio"/>	Cheque (payable - Northern Beaches Council)
Office Use Only	
Deposit Received	
Receipt	
Doc No.	
Confirmed	