

Venue Hire

Coastal Environment Centre Narrabeen



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 60) with flexible configuration
- Training equipment including Smart TV touchscreen, wifi, USB, white board and flip chart
- Self catering kitchen facilities available, including urn, crockery, glasses, water jugs and dishwasher
- Undercover 4-sided verandah
- Wheelchair access and wheelchair-accessible bathroom
- Adjacent lake front accommodation available Sydney lakeside
- Mon - Fri, 9am - 5pm (excl. public holidays)
- Available for hire on an ongoing or casual basis

Bookings

Please discuss your requirements with our friendly staff over the phone, write, email or in person:

1300 000 232

cec@northernbeaches.nsw.gov.au

Pelican Path, Lake Park Road, North Narrabeen
PO Box 882 Manly NSW 1655

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

Pay a non-refundable \$110 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

Following your event you will be invoiced as per the Council's Fees and Charges:

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).



Application Form

Organisation (where applicable):	
Address:	
	Postcode: <input type="text"/>
Contact name:	
Email:	
Function date (dd/mm/yyyy)	
Function time:	
	to: <input type="text"/>
Type of function:	
Participants:	
Room required (please tick):	
<input type="checkbox"/>	Conference Room (max 60 people)
Equipment required (please tick):	
<input type="checkbox"/>	HDTV
<input type="checkbox"/>	USB
<input type="checkbox"/>	Data projector
<input type="checkbox"/>	Whiteboard
<input type="checkbox"/>	Broadband Internet Wi-fi
<input type="checkbox"/>	iPhone and/or iPod connectivity
<input type="checkbox"/>	Flip chart
Are kitchen facilities required?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No (refer to Venue Information)

Room arrangement (please tick)	
<input type="checkbox"/>	Lecture Style (chairs only/presenter's table)
<input type="checkbox"/>	H - Shape
<input type="checkbox"/>	Centre Block
<input type="checkbox"/>	U-Shape
Additional tables are required for: (please tick)	
<input type="checkbox"/>	Food
<input type="checkbox"/>	Presentation Material
Is any alcohol being consumed on our premises?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	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:	<input type="text"/>
Date:	<input type="text"/>
<input type="checkbox"/>	Cash
<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	Cheque (payable - Northern Beaches Council)
Office use only	
Deposit received	<input type="text"/>
Receipt	<input type="text"/>
Doc no.	<input type="text"/>
Confirmed	<input type="text"/>

Conditions

- Hire is for the specified area and toilets only.
- Parking is located in Lake Park Road, North Narrabeen (see map).
- Deliveries to the Centre must be arranged with the Centre's Facilities Administrator.
- Council adheres to a no single-use plastic policy: crockery and glassware are provided.
- Hirers paying the not for profit rate will be responsible for rearranging seating, tidying and washing up after meetings.
- 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.
- The hirer must comply with the Centre's recycling program. All rubbish must be disposed of as directed.
- Northern Beaches Council and its staff accept no liability or responsibility for any loss or damage to property.
- The hirer is responsible for personal injury and for reading and being familiar with Emergency and Evacuation Procedures.
- 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.
- If the after hours security call-out is activated this will incur an extra fee of \$182.
- Hirers will comply with the CEC Venue Hire Terms & Conditions document.