

RECREATION FACILITIES APPLICATION TO HIRE



Function

Contact Details

Organisation: _____

Contact: _____

Mobile: _____ (W): _____

Email: _____

Address: _____

Do you have current Public Liability Insurance?

Yes (Please include a copy of Certificate of Currency) No (Please see clause 25 of Conditions of Hire)

Incorporation No: _____ (Please include a copy of your Incorporation Certificate) N/A

Booking Details

Recreation Facility: _____

Type of booking: _____

No. of people attending: _____

Brief description of booking: _____

Do you require chairs: _____ Tables: _____

Area	Day	Date	Times		
			Set Up	Function	Pack Up
<i>EXAMPLE: Main Hall</i>	<i>Monday</i>	<i>17/8/2027</i>	<i>1500 - 1700</i>	<i>1700 - 2100</i>	<i>2100 - 2200</i>

Office Use Only Booking Received: ___ / ___ / ___ Booking ID #: _____ Bond paid Bond refunded _____

Booking Details (continued)

Will alcohol be consumed? *(Liquor Permit required – complete form on page 6)* Yes No

Will alcohol be sold? *(Liquor Licence & Permit required– complete form on page 6)* Yes No

Security / crowd control been engaged: Yes No

Details of the arrangements you have put in place for security/crowd control (The City of Kalamunda reserves the right to request the hirer employ private security if deemed necessary): _____

Company: _____

Address: _____

Suburb: _____ Phone: _____

Ticket Prices

Will there be an entrance fee charged? Yes No

Standard: _____ Concession: _____

Child: _____ Other: _____

Bond Refund *(Bond refund will be paid via Electronic Funds Transfer – Please note this will take up to two weeks to show up in your nominated bank account)*

FULL Account name: _____

BSB #: _____ Account #: _____

Email address: _____

Conditions of Hire

- 1.** The City permits the hirer to hire the City's Community Facilities as described and in accordance with the terms stated in the Detailed Booking Report issued to the hirer at the time which the hirer's booking is confirmed by the City.
- 2.** The City permits the hirer reasonable further time prior to the commencement of the Hire Period and following the termination of the Hire Period for the purpose of cleaning and sanitising the areas that will be used and/or have had contact with individuals during the Hire Period. The 'reasonable' period to be afforded to the hirer prior to and following the termination of the Hire Period is at the discretion of the City.
- 3.** The hirer must remove all user equipment at the time of vacating the facility even if this event occurs prior to the termination of the booking, unless the City consents to the user equipment being removed at a later time.
- 4.** Any outstanding amounts as a result of amendments made to bookings will be deducted from the bond provided by the hirer or any balance exceeding the bond is to be met by the hirer (if the amount exceeds the bond).
- 5.** Other internal spaces adjoining the facility booked by the hirer must not be entered or used before, during and after the Hire Period. The hirer is strictly only permitted to use the facility hired in accordance with the terms in the Detailed Booking Report.
- 6.** The hirer of the facility must supply their own cutlery, crockery and groceries for their booking and remove these items at the termination of the Hire Period for the facility hired.
- 7.** The hirer of the facility must supply their own cleaning and sanitising products to clean and sanitise the areas that will be used and/or have had contact with individuals during the Hire Period.
- 8.** The hirer must provide and make available at the entrance to the facility hired a sufficient amount of hand sanitiser for the number of patrons to attend the facility during the Hire Period.
- 9.** At the termination of the Hire Period for the booked facility, all lights and electrical appliances are to be switched off, internal doors and exit doors locked, windows secured, and facility armed (if applicable).
- 10.** The facility booked by the hirer shall be left in a clean and tidy condition to the satisfaction of the City including:
 - Tables and chairs to be cleaned and stacked away in the designated storage areas.
 - Cleaning of door handles, light switches, air conditioning remote controls and security alarm pad (if applicable).
 - Toilet cubicles to be sprayed with disinfectant and basins to be wiped down.
 - Floors to be swept and mopped (**cleaning products/equipment is the responsibility of the hirer**).
 - All rubbish being placed in the outside wheelie bins provided.
- 11.** All costs for losses, damage or extra cleaning required inside and/or outside of the facility will be met by the hirer. The hirer must inform the City if any damage is discovered prior to the commencement of the Hire Period. The City reserves all rights against the hirer including but not limited to utilising the hirer's bond if the hirer fails to disclose any damage discovered by the hirer prior to the commencement of the Hire Period.
- 12.** The driving of tacks, nails, screws or fixing of blue tack etc. into any of the woodwork or walls or any part of the building, furniture or fixtures is strictly prohibited. Internal and/or external decorations, signage or affixations are not permitted to be erected or affixed without the approval of Council Officers.
- 13.** The use of candles or smoke devices within City facilities is not permitted as they will cause the fire alarm to activate.
- 14.** It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance during the Hire Period. The hirer must ensure and maintain the order of guests

and that decent behaviour is maintained both inside and outside the facility being hired (e.g. in car park and surrounding areas) before, during and after the Hire Period. The City reserves its rights against the hirer including but not limited to utilising the hirer's bond if police are called out due to excessive noise or to maintain order or disperse a disorderly crowd during the Hire Period.

- 15.** In the event of a breakdown in services, utilities, equipment etc. no responsibility will be accepted by the City for the breakdown in service, utilities and equipment but every care and precaution will be taken in this regard.
- 16.** It may be necessary for maintenance work to be carried out on grounds and venues during the year and your allocated Hire Period may be affected. If this is the case, you will be contacted and advised of the nature of work and proposed timeframe. Every effort is made to find an alternative venue for the hirer however no guarantee can be given.
- 17.** The City has a **NO SMOKING POLICY** which applies to all Council buildings.
- 18.** With the exception of Anderson Road Community Hall, Carmel Hall, Forrestfield Library Exhibition Room, Gooseberry Hill Multi-Use Facility, Headingly Road Cottage & Town Square Hall all Council facilities are available for usage where alcohol is either sold or consumed, subject to the following:
 - For alcohol consumption during the Hire Period, a "Permit to Consume Alcohol" must be applied for and obtained from the City. .
 - If alcohol is to be sold a license needs to be obtained from the Office of Racing, Gaming and Liquor (Licensing Division) **14 days prior to your function. A copy of the license obtained from the Office of Racing, Gaming and Liquor must be sent to the City of Kalamunda a minimum of 7 days before the commencement of the Hire Period.** ¹
- 19.** Alcohol is not to be consumed outside of the building.
- 20.** Each building is equipped with a limited number of tables and chairs for the hirer's use during the Hire Period. Any additional equipment required is to be provided at the hirer's expense. **Please note: cutlery, crockery and audio-visual equipment is not provided.**
- 21.** The City cannot offer exclusive use of facilities to any one group or individual and may on occasion allow usage of a facility to other community groups, individuals or the City itself. In the event of this happening, hirers will be given adequate notice and if practical, another facility made available.
- 22. (Casual / Event Bookings):**

All hirers will be invoiced prior to the Hire Period, and payment is required four weeks prior to the booking in accordance with the City's invoicing process. No booking is confirmed until payment is received. The City reserves the right to automatically cancel a booking without notice where payment is not received by the invoice due date. All booking cancellations and amendments must be made in writing. Cancellations received at least 14 days prior to the commencement of the Hire Period will be eligible for a full refund. Cancellations received with less than 14 days' notice will incur a cancellation fee of 50% of the hire fee. Cancellations made on the day of the booking will not be eligible for any refund, unless due to unforeseen circumstances as determined and approved by the City.
- 23.** If the City's Rangers or contracted Security Company are required to attend before or after the prearranged time, the City reserves its right to recover the cost of the call-out from the hirer.
- 24.** The use of any stage in a City facility hired by the hirer is at the risk of the hirer.
- 25.** The City has taken out a 'Casual Hirer's Liability Policy', which provides public liability insurance coverage for casual hirers of facilities owned by or in the control of the City of Kalamunda. Hirers should note that coverage under the 'Casual Hirer's Liability Policy' is only provided for individuals or groups that use City facilities on a one-off/occasional basis (up to twelve times a year). Hirers should note that they are not covered under this policy if they hire a facility on a regular basis (more than twelve times a year) or if the hirer is an incorporated group, sporting club, or association. Hirers not covered by the Casual Hirer's Liability Policy shall be responsible for arranging their own insurance coverage for any facility it leases from the City

PRIVATE PARTIES & FUNCTIONS CONSUMING/SELLING ALCOHOL

1. For all functions involving alcohol, the following additional conditions apply:
 - a) The City reserves its rights against the hirer including (but not limited to) utilising the bond if the hirer breaches any of the Conditions of Hire.
2. The City reserves the right to direct that the hirer maintains security/crowd control for any event held during the Hire Period subject to further conditions. These further conditions can include that the hirer engage a licensed security firm during the event subject to the Hire Period at a ratio of 1:40 guests, that the hirer obtain a compliance certificate or statement of compliance in writing from the security firm to provide to the City.
3. Proof of a formal invitation is required before an application will be approved.
4. No Alcohol to be consumed outside at anytime.
5. **All Functions/Events must terminate at 12 midnight.**
6. The City of Kalamunda reserves the right to refuse an application for hire at its own discretion.

I hereby acknowledge that I have read the conditions of hire as outlined above and agree to comply with them.

Name:	Signature:	Date:
Organisation	Facility:	Invoice:

For further information contact Hartfield Park Recreation Centre on 9359 1700.