

RECREATION FACILITIES APPLICATION TO HIRE



Permanent User

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 23 Conditions of Hire)

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

Booking Details

High Wycombe Recreation & Community Centre

200 Newburn Road, High Wycombe

Hartfield Park Recreation Centre

199 Hale Road, Forrestfield

Type of booking: _____

No. of people attending: _____

Brief description of booking: _____

Area	Day	Times		Dates	
		Start	Finish	Start	Finish
<i>EXAMPLE: 1 x badminton</i>	<i>Monday</i>	<i>0900</i>	<i>1600</i>	<i>17/8/2026</i>	<i>28/12/2027</i>

Office Use Only Booking Received: ____ / ____ / ____ Booking ID #: _____

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 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.
- 3.** 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).
- 4.** The hirer must not enter or use any other internal spaces adjoining the booked facility before, during, or after the Hire Period. The hirer is strictly permitted to use only the facility hired, in accordance with the terms outlined in the Detailed Booking Report.
- 5.** 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.
- 6.** 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.
- 7.** 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).
- 8.** 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 and security alarm pad (if applicable).
 - Toilet cubicles to be litter free and basins to be wiped down.
 - Floors to be swept and mopped (cleaning equipment and cleaning products are the responsibility of the hirer).
 - All rubbish is to be placed in the outside wheelie bins provided.
- 9.** 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.
- 10.** 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.
- 11.** The use of candles or smoke devices within City facilities is not permitted as they will cause the fire alarm to activate.
- 12.** 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.

- 13.** 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.
- 14.** 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.
- 15.** The City has a **NO SMOKING POLICY** which applies to all Council buildings.
- 16.** Alcohol is not to be consumed outside of the building.
- 17.** 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.**
- 18.** 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.
- 19. High Wycombe Recreation Centre (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.
- 20. Regular Hirers (Hartfield Park Recreation Centre and High Wycombe Recreation Centre):**
All regular hirers are invoiced quarterly by Finance Services. Payment is required by the invoice due date. Failure to pay by the due date may result in suspension of booking privileges until payment is received in full. All cancellations or amendments to regular bookings must be made in writing at least 14 days prior to the intended booking date. Cancellations received with less than 14 days' notice will incur a cancellation fee of 50% of the booking 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.
- 21.** 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.
- 22.** The use of any stage in a City facility hired by the hirer is at the risk of the hirer.
- 23.** 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

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

Name:

Signature:

Date:

For further information contact Hartfield Park Recreation on 9359 1700.