

## Community Facilities Casual Hire Application

The City of Armadale has a range of facilities available for hire. This application form outlines the Fees and Charges, the facilities available for hire, application information and the Terms and Conditions of Hire. Visit the City's website for further information on each of the facilities and virtual tours, or contact a Community Facilities Officer to assist with any questions.

Applications must be received at least **10 business days (two weeks)** prior to the booking date, with full payment due **five business days (one week)** prior.

Applications considered to be high risk as determined in section five of the Terms and Conditions of Hire must be received at least **twenty business days (four weeks)** prior to the booking date, with full payment due **10 business days (two weeks)** prior.

The application will be processed and applicants will receive a Confirmation Letter to confirm their booking, at which time a **non-refundable \$80 deposit** will be payable to secure the booking.

### Fees & Charges

**IMPORTANT - All Main Hall bookings on Saturday evenings attract the Function Rate and 3pm–1am time span. For further information or a quote, please contact a Community Facilities Officer on 9394 5000.**

#### Standard Rate

Standard Rate includes private functions, government departments and agencies, businesses or where individuals will collect profit from an event.

Facility Type	Standard Hourly Rate	Standard Function Rate
Category 1	\$19	\$380
Category 2	\$23	\$460
Category 3	\$31	\$620

#### Community Rate

Community Rates are available to incorporated not for profit organizations (associations, sporting groups, playgroups etc.). Proof of the group's status must be included at the time of application to guarantee Community Rates.

Facility Type	Community Hourly Rate	Community Function Rate
Category 1	\$14	\$280
Category 2	\$17	\$340
Category 3	\$23	\$470

#### Bonds & Additional Charges

A **\$500** bond is applicable for all bookings.



Hirers Information			
Organisation:		ABN:	
Name:		Email:	
Postal Address:			
Contact No:	(H)	(M)	
Type of Activity: Eg. – Wedding, 1 <sup>st</sup> Birthday, Meeting etc.		Number of people attending:	
Is the event open to the public?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>If yes, attach a copy of your public liability insurance. A minimum of \$20,000,000 is required. You may be requested to complete a 'Public Event Notification Form'.</i>

Booking Times			
Booking Date:			
Booking Start Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Booking Finish Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Facility can only be accessed within the specified booking times. Please allow sufficient time for setting up and cleaning/packing away and include this into your requested times.</b>			

Liquor Consumption	
*(Photo ID will be required prior to the issue of a Liquor Permit. Application for the sale of liquor will be subject to Council's Alcohol Policy. If you wish to sell liquor, you also need to make an application to the Department of Local Government, Sport and Cultural Industries.)	
Will the event include the <u>consumption</u> of liquor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the event include the <u>sale</u> of liquor?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
<b>Attach a photocopy of your Photo ID prior to submitting your application.</b>	

Music	
<b>Will you have a live band or DJ performing at your event?</b> Approval for these activities will be at the discretion of a Community Facilities Officer based on potential impact to surrounding residents and will need to comply with relevant regulations and laws.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Is amplified music going to be played?</b> *The hirer is responsible for organising an Australasian Performing Rights Association (APRA) Licence if amplified music is to be used	<input type="checkbox"/> YES <input type="checkbox"/> NO



### Available Facilities:

Please indicate which facility and areas you require. All Main Hall hire includes the use of the facility kitchen.

#### Category 1 Facility

<b>Armadale District Hall</b>	<input type="checkbox"/> North Half Multi-Purpose Room <input type="checkbox"/> South Half Multi-Purpose Room	<b>Bakers House</b>	<input type="checkbox"/> Children's Activity Area <input type="checkbox"/> Multi-Purpose Room
<b>Evelyn Gribble Community Centre</b>	<input type="checkbox"/> Meeting Room	<b>Frye Park Pavilion</b>	<input type="checkbox"/> Meeting Room
<b>Kelmscott Hall</b>	<input type="checkbox"/> Meeting Room	<b>Minnawarra Chapel</b>	<input type="checkbox"/> Chapel
<b>Piara Waters Pavilion</b>	<input type="checkbox"/> Meeting Room	<b>Roleystone Hall</b>	<input type="checkbox"/> Meeting Room
<b>Rossiter Pavilion</b>	<input type="checkbox"/> Meeting Room	<b>Springdale Pavilion</b>	<input type="checkbox"/> Main Hall

#### Category 2 Facility

<b>Armadale District Hall</b>	<input type="checkbox"/> Multi-Purpose Room
<b>Bedforddale Hall</b>	<input type="checkbox"/> Main Hall
<b>Bob Blackburn Pavilion</b>	<input type="checkbox"/> Main Hall
<b>Churchman Brook Community Centre</b>	<input type="checkbox"/> Main Hall
<b>Creyk Park Pavilion</b>	<input type="checkbox"/> Main Hall
<b>Evelyn Gribble Community Centre</b>	<input type="checkbox"/> Multi-Purpose Room
<b>Forrestdale Hall</b>	<input type="checkbox"/> Main Hall
<b>Kelmscott Hall</b>	<input type="checkbox"/> Multi-Purpose Room
<b>Morgan Park Pavilion</b>	<input type="checkbox"/> Main Hall
<b>Rossiter Pavilion</b>	<input type="checkbox"/> Multi-Purpose Room

#### Category 3 Facility

<b>Armadale District Hall</b>	<input type="checkbox"/> Main Hall / Supper Room	<b>Bakers House</b>	<input type="checkbox"/> Main Hall
<b>Evelyn Gribble Community Centre</b>	<input type="checkbox"/> Main Hall	<b>Frye Park Pavilion</b>	<input type="checkbox"/> Main Hall
<b>Harrisdale Pavilion</b>	<input type="checkbox"/> Main Hall	<b>John Dunn Hall</b>	<input type="checkbox"/> Main Hall
<b>John Dunn Pavilion</b>	<input type="checkbox"/> Main Hall	<b>Kelmscott Hall</b>	<input type="checkbox"/> Main Hall
<b>Piara Waters Pavilion</b>	<input type="checkbox"/> Main Hall	<b>Roleystone Hall</b>	<input type="checkbox"/> Main Hall
<b>Rossiter Pavilion</b>	<input type="checkbox"/> Main Hall		

Please continue to read and sign Terms and Conditions of Hire on the next page.



## Terms and Conditions of Hire

### 1. Casual Bookings

- 1.1. All applications must be on an official/current application form.
- 1.2. You must be over 18 years of age to lodge an application.
- 1.3. Applications must be received at least 10 business days (two weeks) prior to the booking date.
- 1.4. Bookings for functions considered 'high risk' are required to be submitted a minimum of 4 weeks prior to the booking date.
- 1.5. The application will be processed and once approved applicants will receive a confirmation letter and invoice attached to an email confirming the successful booking.
  - 1.5.1. On the second page of the invoice are the payment options at which time a non-refundable \$80 deposit is to be paid to secure the booking.
- 1.6. You are advised not to issue invites or advertise your event until your application has been approved. The City shall not expedite, prioritise or confirm bookings purely for the reason that they have been prematurely advertised or promoted by the applicant.
- 1.7. There is a minimum of a one hour booking time.
- 1.8. Community Facilities and Reserves are available for hire, inclusive of set up and pack up, from 6am. All bookings must conclude at midnight on Friday and Saturday evenings and 10pm Sunday to Thursday. Applicants may extend Friday and Saturday evening bookings until 1am for the purposes of cleaning only.
- 1.9. Bookings can only be taken up to 12 months in advance.
- 1.10. The City of Armadale reserves the right to cancel any booking for council business or due to unforeseen circumstances. The City will make every effort to provide the hirer with as much notice as possible and assist the hirer in relocating to another suitable facility.
- 1.11. Cancellations must be made in writing.
  - 1.11.1. Cancellations within five business days of the booking will forfeit all hire fees.
  - 1.11.2. Cancellations made more than five business days prior to the booking will only forfeit the non-refundable \$80 deposit.

### 2. Fees and Charges

- 2.1. Costs of hire are in accordance with the current Fees and Charges listed in the City's budget.
- 2.2. All hours booked will be paid for before collection of keys. The facility must only be accessed within the times confirmed by the Community Facilities Officer on the Casual Hire Booking Confirmation.
- 2.3. Full payment is to be made at least five days prior to booking date.
- 2.4. Payments can be made over the phone, via EFT or in person at the City of Armadale Administration building (7 Orchard Avenue, Armadale).

### 3. Bonds

- 3.1. A bond is applicable to all bookings and charged in accordance with the current Fees and Charges schedule.
- 3.2. The bond must be paid in one payment and can be made over the phone, via EFT or in person at the City of Armadale Administration building. No part payments accepted.
- 3.3. The bond will be returned to the person/organisation that made the payment via cheque. The cheque is posted to the address listed on the booking and this process can take approximately 3 weeks.
- 3.4. Bond deductions and/or invoices will be raised to recover all costs incurred as a result of hirer activities, including but not limited to:
  - 3.4.1. Damage to the building or equipment.
  - 3.4.2. Additional cleaning costs
  - 3.4.3. Breach of Conditions of Hire
  - 3.4.4. Security or City of Armadale Staff call out
  - 3.4.5. Unauthorised additional time
  - 3.4.6. Loss of keys
  - 3.4.7. Additional rubbish collection
  - 3.4.8. False or misleading information given regarding the nature of the booking.

### 4. High Risk Functions

- 4.1. High risk functions include but are not limited to the following: 16-25th birthday functions, hens & bucks functions and other functions to the discretion of the Community Facilities Officer.
- 4.2. High risk functions will only be accepted at selected City facilities.
- 4.3. A meeting with a Community Facilities Officer may be requested prior to confirmation of the booking application.
- 4.4. High risk functions are required to engage in the services of a registered crowd control company. Crowd control companies will provide the recommended number of guards in accordance with the law.
  - 4.4.1. A copy of the invoice and receipt of payment for the crowd control company is required prior to the booking.



- 4.5. Completion of 'Police Party Registration' is required and confirmation is to be sent to a Community Facilities Officer prior to the booking date.
- 4.6. If the applicant does not comply with all conditions listed in section 5, the City has the right to withhold keys for the facility.

## 5. Hirers Responsibilities

- 5.1. Please consider the volume and ensure all facility doors and windows are shut when playing music or conducting noisy activities. For evening bookings, encourage guests to quickly vacate the area and not loiter in any surrounding parks or car parks. Please note that music levels must not be audible at nearby residential properties past 10pm. If music levels are found to be audible and in breach of Section 6(2) Environmental Protection (Noise) Regulations 1997 a \$250 infringement may be issued. This will be issued to either the person(s) that have booked the venue and/or the person(s) onsite during the event.
- 5.2. The hirer must follow guidelines as set by the Community Facilities Officer with regard to music and noise.
- 5.3. The hirer is responsible for organising an Australasian Performing Rights Association (APRA) Licence if amplified music is to be used.
- 5.4. Liquor consumption is only permitted if you have obtained the appropriate permission from the City of Armadale. Sale of liquor is only permitted with approval from the Department of Racing, Gaming & Liquor. No alcohol is to be stored or left on the premises without prior written approval.
- 5.5. Orderly behaviour and respectable conduct of patrons and visitors is expected at all times.
- 5.6. Each facility is provided with waste and recycling bins for rubbish disposal. Any additional rubbish is to be taken away by the hirer. If any rubbish is left in the facility, the costs for the rubbish removal will be charged to the hirer from the hirers bond. Additional Special Event Bins for your booking can be organised, for a charge by completing the City's [Special Event Bin Form](#) which can be downloaded from our website and emailing to [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au).
- 5.7. Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 5.8. Hirers are responsible for any public liability in respect to their activity. The City of Armadale's public liability will only cover injury, loss or damage to property as a result of any proven neglect or default of the City.
- 5.9. Should any accident and/or injury occur in the venue as a result of the hirers function and/or activity or general hire of the venue, the City of Armadale cannot be held liable under any circumstance.
- 5.10. Children must be supervised at all times within the facility and surrounding grounds.
- 5.11. No personal or hired items/equipment to be left in the facility following your booking. The City takes no responsibility for any remaining items and they will be disposed of immediately.
- 5.12. Return all cleaned chairs, stacked in their designated storage areas. Fold up all tables and place them on the storage trolleys where provided. Due to weight, and to prevent damage to the floor, round tables require two people to lift at all times. Tables are not to be dragged across the floor.
- 5.13. Remove all items from refrigerators, freezers, ovens, stoves and microwaves. All decorations including helium balloons must also be removed.
- 5.14. The facility must be left in a clean condition and ready for use by the next hirer. Cleaning equipment is not provided at facilities and hirers must provide their own.
- 5.15. Switch off all lights, except security lights, secure doors and windows and arm alarms on departure.
- 5.16. The hirer must report all damage that has occurred either accidentally or maliciously to any part of the facility.

## 6. Electrical Compliance

- 6.1. All electrical appliances and cords must carry a current compliance tag by a licensed electrician. Any power outage that requires a call out by staff and/or City's electrical contractor, as a result of a non-compliant device, may result in an additional cost to the hirer.
- 6.2. The hirer is responsible for ensuring that any electrical equipment they wish to use at a facility is within the carrying capacity of the outlets and circuits at the facility. This can be assessed by liaising with the City's electrical contractor prior to the hiring date.
- 6.3. The hirer will be responsible for any costs incurred due to electrical outages at the City's facilities and/or repairs caused as a result of non-compliant equipment, or overloading of outlets and circuits.

## 7. Restrictions

- 7.1. No eskies or ice chests on wooden floors. They must be kept in the kitchen/kiosk area.
- 7.2. No confetti, rice, flower petals or similar material to be used.
- 7.3. No candles or live flames.
- 7.4. No tap shoes or shoes with abrasive heels are to be worn.
- 7.5. Blu-tack, adhesive tape, thumb tacks or silly string are not to be used on any surfaces to secure decorations or similar within the facility.
- 7.6. Smoke machines are not permitted as they interfere with the alarms. Charges will apply for alarm activation.
- 7.7. No exotic dancers, nudity or similar entertainment permitted in any facility.
- 7.8. All deliveries and collections for a booking are to be included within the agreed hire time.
- 7.9. All facilities are to remain a 'Smoke Free' environment. Smoking is prohibited in all facilities and within a 10 metre radius of doors, windows and vents.



- 7.10. Helium balloons are permitted as long as they are anchored and are removed at the completion of the booking.
- 7.11. Vehicles must only use parking bays supplied. No parking on grassed areas or paving around facilities.

**8. City of Armadale Responsibilities**

- 8.1. The City of Armadale will make every effort to provide the hirer with a clean and tidy facility.
- 8.2. The City of Armadale will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond its control.
- 8.3. The City of Armadale is not responsible for any damage, theft or loss of items belonging to or of the responsibility of the hirer.

**9. Cleaning**

- 9.1. The hirer must supply their own cleaning equipment and products.
- 9.2. At the conclusion of the booking the hirer shall:
  - 9.2.1. Leave the entire facility in a clean and tidy condition,
  - 9.2.2. Sweep all floors,
  - 9.2.3. Spot mop any spillages,
  - 9.2.4. Empty all kitchen bins,
  - 9.2.5. Place all rubbish in secure bin bags inside the external bins provided,
  - 9.2.6. Wipe down and stack all tables and chairs to return to the designated storage areas,
  - 9.2.7. Ensure all surrounding areas, carparks, verges and park lands are left clean and tidy.
- 9.3. It is the responsibility of the hirer to remove all excess rubbish from the premises.

**10. Facility Assistance**

- 10.1. If you require assistance during office hours contact the Community Facilities Officer on 9394 5000.
- 10.2. For afterhours queries regarding keys or emergency maintenance contact the City's after hours service on 1300 886 885. Note charges may apply if the reason for call is deemed a fault of the hirer.
- 10.3. For afterhours queries regarding security alarms, contact the City's alarm contractor on 1300 613 260. Note charges may apply if the reason for call is deemed a fault of the hirer.
- 10.4. Report any observed facility damage to [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au).

**11. Disputes/Complaints**

Any disputes must be made in writing and marked to the attention of:

**Sport and Recreation Coordinator  
 City of Armadale  
 Locked Bag 2  
 ARMADALE WA 6112**

**Declaration**

I declare that I am 18 years old or over and acknowledge I have read the *'Terms and Conditions of Hire'* and agree to abide by the conditions. I acknowledge that the costs incurred due to breakage, damages, or not leaving the premises in a clean and tidy condition will be taken from my bond and any additional costs will be rendered by myself or the organisation named on the booking application form.

Name of Applicant (print)	Signature	Date