

Community Reserve Casual Hire Application

The City of Armadale has a range of active and passive reserve's available for hire. This application form outlines the Fees and Charges, application information and the Terms and Conditions of Hire. Contact a Community Facilities Officer to assist with any questions.

The application must be received at least **10 business days (two weeks)** prior to the booking date to be processed. Successful applications will receive a Confirmation Letter. The hire fees as outlined on the invoice accompanied with the Confirmation Letter must be paid **five business days (one week)** prior to secure your booking.

Any applications considered to be high risk as determined in section five of the Terms and Conditions of Hire must be received at least **20 business days (four weeks)** prior to the booking date to be processed. Successful applications will receive a Confirmation Letter. The hire fees as outlined on the invoice accompanied with the Confirmation Letter must be paid **10 business days (two week)** prior to secure your booking.

Fees & Charges

Standard Rate

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

Community Rate

Community Rates are available to incorporate 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.

Reserve Type	Standard Hourly Rate	Community Hourly Rate
Active Reserve	\$15	\$11.50
Passive Reserve Large Event	\$15	\$11.50
All bookings will incur a \$40 administration fee		

Bonds

A bond is applicable for all bookings using equipment or keys. Reserve Bonds are for private events using equipment. Public Event Reserve Bonds are for any large event open to the public. Key Bond is required when in possession of a toilet/light/gate key and not using any equipment.

- **Reserve Bond \$200**
- **Public Event Reserve Bond \$500**
- **Key Bond \$100**



Community Reserve Hire: Casual Hire Application

Organisation:		ABN:	
Name:			
Postal Address:			
Contact No:	(H)	(M)	
Email:			
Type of Activity: (E.g. - Birthday, Social Cricket, Markets etc.)		Number of people attending:	
Name of Reserve: (Separate application form required for each reserve)		<input type="checkbox"/> Park <input type="checkbox"/> Oval <input type="checkbox"/> Reserve	

Booking Requirements

Will you require lighting? Yes No

*** Not all reserves will have lighting available**

Will you require access to toilets? Yes No

*** Not all reserves will have toilets available**

Is your event open to members of the public? Yes No

*** If yes you will be required to attach a copy of your Public Liability Insurance Certificate.**

Booking Dates and Times

*** All bookings need to include set up and pack down in their hire times.**

Booking Days(s):		Booking Date(s):	
Set Up Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Start Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Finish Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Pack Down Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM



Equipment Details

Will you be erecting equipment on the reserve?

(If yes please indicate number and see attached Terms & Conditions)

NOTE: The approval of equipment is subject to a prior onsite inspection/consultation by City staff.

Equipment	Number	Size
Marquees		
Advertising Banner		
Temporary Toilets		
Children's Entertainment (bouncy castle etc.)		
Children's zoo / animals		
Stage		
Other		

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. 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. You are advised not to issue invites or advertise your event until your application has been approved.
- 1.6. 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. Your booking is not confirmed until you receive written confirmation and payment has been received.
- 1.9. Events open to the public are required to complete the [Public Event Notification Form](#).
- 1.10. Community Reserves bookings include set up and pack up. All deliveries and collections for a booking are to be included within the agreed hire time.
- 1.11. Reserve hireable times are from 6am to 10pm in accordance with the Environmental Protection (Noise) Regulations 1997.
- 1.12. 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 reserve.
 - 1.12.1. All cancellations must be in writing prior to the booking date.

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 including set up and set down times.
- 2.3. Full payment is to be made 10 days prior to booking.
- 2.4. Payments can be made over the phone, via EFT transfer 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 using a key or equipment that is on the reserve including but not restricted to:
 - 3.1.1. Marquees
 - 3.1.2. Stages
 - 3.1.3. Children's entertainment (bouncy castle, petting zoo etc)
 - 3.1.4. Temporary toilets.
- 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 three 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 reserve or carpark
 - 3.4.2. Breach of Conditions of Hire
 - 3.4.3. Loss of keys
 - 3.4.4. Excessive litter/additional rubbish collection
 - 3.4.5. False or misleading information given regarding the nature of the booking



4. Equipment

- 4.1. The approval for equipment will be subject to a prior inspection/consultation with City staff.
- 4.2. The preferred method for stabilising of bouncy castles, marquees etc is sand bags. Under no circumstance are star pickets or anything that erects into the reserve allowed.
- 4.3. No personal or hired items/equipment to be left in the area following your booking. The City takes no responsibility for any remaining items.
- 4.4. You will need to supply your own power if required e.g. generator.
- 4.5. An inspection may be carried out by a Parks Officer on completion of event to ensure equipment has not damaged the reserve.

5. Hirers Responsibilities

- 5.1. It is the hirer's responsibility to inspect the surface prior to use.
- 5.2. Orderly behaviour and respectable conduct of patrons and visitors is expected at all times.
- 5.3. Children must be supervised at all times.
- 5.4. It is the hirer's responsibility to take out public liability insurance for their activity/event if open to the public. A current certificate of currency is a requirement of all public events.
- 5.5. Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 5.6. 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.
- 5.7. 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.
- 5.8. The hirer must follow guidelines as set by the Community Facilities Officer with regards to music and noise.
 - 5.8.1. Music levels must not be audible at nearby residential properties past 10pm.
 - 5.8.2. Noise and disturbance must be kept to a minimum including whilst in the car park area.
- 5.9. No personal or hired items/equipment to be left in the area following your booking. The City takes no responsibility for any remaining items.
- 5.10. Any extra rubbish is to be taken away by the hirer. If any rubbish is left at/on the reserve and carpark, the costs for the rubbish removal will be charged to the hirer from the hirers bond.
- 5.11. Additional Special Event Bins for your booking can be organised, for a charge by completing the City's [Special Event Bin Form](#) and emailing to info@armadale.wa.gov.au.
- 5.12. At the completion of each booking:
 - 5.12.1. Pick up all litter from the reserve and car parks
 - 5.12.2. Switch off floodlights where used. Lights not switched off will be charged to the hirer the hourly lighting fee until switched off.
- 5.13. The hirer must report all damage that has occurred either accidentally or maliciously to any part of the facility.



6. Restrictions

- 6.1. Alcohol is not permitted on any reserves.
- 6.2. The use of glass bottles of any description are not permitted.
- 6.3. Smoking is not permitted within five metres of doorways and 10 metres of air intake vents of any facility. Cigarette butts are to be disposed of in the bins around the reserve.
- 6.4. No vehicles are to remain on the reserve. If required please discuss with further information with a Community Facilities Officer.
- 6.5. The use of confetti, rice, flower petals or similar material in the park is not permitted.
- 6.6. Vehicles must only use parking bays supplied. No parking on grassed areas or paving around facilities/pathways.
- 6.7. Please note that the area is **“Public Open Space”** and the public cannot be excluded from the area.

7. Conditions of Use

- 7.1. Ground markings, layout and dimensions of playing areas are the responsibility of the hirer. Line markings on grass are to be in water based paint and used in accordance with the manufacturer’s recommendations and appropriate safety measures. **No injurious lime powder/dust, creosote or glyphosate (Roundup) to be used.**
- 7.2. All soccer/hockey goal posts/cages and similar equipment must be anchored to the ground, secured or removed from public access areas as per Council Policy RECN 5. This is to prevent misuse and overbalancing of equipment that can cause serious or fatal injury.
- 7.3. Avoid use in excessively worn areas. For serious disrepair report to the City on 9394 5000 or the afterhours service on 1300 886 885.

8. Reserve Assistance

- 8.1. Report any observed reserve damage to info@armadale.wa.gov.au or the City’s after hours service on 1300 886 885.

9. Disputes

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

Hirer’s 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