



Recreation Services

Community Facilities Hire: Regular Application

Hirers Information				
Organisation:		ABN:		
<i>Non for profit groups requesting Community Rate must include an ABN or Certificate of Incorporation at the time of application</i>				
Contact Person(s):				
Residential Address (Required):				
Postal Address:				
Mobile:		Home:		
Email:				
Type of Activity:		No of people attending:		
Facility:				
Keys currently held to facility:				
		Commencement Date		
		Final Date for Year		
Booking to continue through School Holidays <input type="checkbox"/> YES		Booking to continue through Public Holidays <input type="checkbox"/> YES		
Day	Start Time		End Time	Frequency
Monday		To		
Tuesday		To		
Wednesday		To		
Thursday		To		
Friday		To		
Saturday		To		
Sunday		To		



Recreation Services

Community Facilities Hire: Terms and Conditions

1. Regular Hire

- 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 First time regular booking applications must be received at least **10 business days (two weeks)** prior to the first required booking date. You are advised not to advertise your booking until that time. The City shall not expedite, prioritise or confirm bookings purely for the reason that they been prematurely advertised or promoted by the applicant
- 1.4 All regular hirers are required to have current Public Liability Insurance of a minimum \$20,000,000 and must provide a copy with their application. It is the responsibility of the hirer to provide an updated copy following annual/biannual renewal.
- 1.5 Following a successful application, the hirer will receive a confirmation letter, summary of booked dates and invoice for the facility bond.
- 1.6 No facility access will be provided until bond payment has been processed
- 1.7 It is the responsibility of the hirer to maintain the security of the facility access key that is provided.
- 1.8 There is a minimum of one hour booking time per booking.
- 1.9 Bookings can only be taken up to 12 months in advance.
- 1.10 Regular hirers are invoiced quarterly.
- 1.11 Regular hirers must complete a separate application for one off events/functions, and these will be handled as a casual application/booking. Terms and Conditions for Casual hire apply as per outlined on the Facility Casual Hire Form. Note an additional bond may apply.
- 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 facility.
- 1.13 Any cancellations or other booking amendments must be made in writing on an Amendment to Booking form, and within two working days of the amendment date.

2. Storage

- 2.1 The City cannot guarantee exclusive storage, but in some cases shared storage is possible. We request all groups sharing facility storage be respectful of other's belongings and store their items in a way that minimises other groups being blocked from accessing their stored items.
- 2.2 Groups with access to storage areas must comply with regulations to ensure the safety of facility users.
- 2.3 Storage is charged on a monthly basis and charges are divided into three categories determined by the size of the space being utilised. The categories and charges are as follows:
 - Small (e.g. cupboard) \$15
 - Medium (e.g. cage) \$25
 - Large (e.g. room) \$35
- 2.4 Only storage that has been approved is to be utilised.
- 2.5 The City has the right to refuse storage of hazardous items such as gas bottles, pressurised containers and dangerous chemicals. Groups storing these items will be required to remove or dispose of the items.
- 2.6 Service ducts and public areas are strictly forbidden to be used as storage areas.
- 2.7 Groups breaching storage benefits will be subject to the Non-Compliance of Conditions of Hire as per Council Policy REC4 – Hire of Community Facilities and Reserves

3. Fees and Charges

- 3.1 Costs of hire are in accordance with the current Fees and Charges listed in the City's budget.
- 3.2 All times booked must include set up and pack down times and will be charged for.
- 3.3 Payments can be made over the phone, via EFT transfer or in person at the City of Armadale Administration Building (7 Orchard Avenue, Armadale).

4. Bonds

- 4.1 A bond is applicable to all bookings and charged in accordance with the current Fees and Charges schedule.
- 4.2 A bond will be charged in accordance with the current Fees and Charges.
- 4.3 The bond must be paid in one payment by cash, credit card or bank cheque prior to booking commencement. No part payments accepted.
- 4.4 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. Bonds are refunded once all invoices are paid and any facility access given is returned.



- 4.5 Bond deductions and/or invoices will be raised to recover all costs incurred as a result of hirer activities, including but not limited to:
- 4.5.1 Damage to the building or equipment.
 - 4.5.2 Additional cleaning costs
 - 4.5.3 Breach of Conditions of Hire
 - 4.5.4 Security or City of Armadale Staff call out
 - 4.5.5 Unauthorised additional time
 - 4.5.6 Loss of keys
 - 4.5.7 False or misleading information given regarding the nature of the booking.

5. Hirer's 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 is responsible for organising an Australasian Performing Rights Association (APRA) licence if amplified music is to be used.
- 5.3 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.
- 5.4 Orderly behaviour and respectable conduct of patrons and visitors is expected at all times.
- 5.5 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. Special Event Bins for your booking can be organised, for a charge.. Contact a Community Facilities Officer to discuss any additional bin requirements on 9394 5148.
- 5.6 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.
- 5.7 Return all cleaned chairs, stacked in their designated storage areas. Fold up all tables and where provided, place them on the storage trolleys where provided. Due to weight, and to prevent damage to the floors, round tables require two people to lift at all times. Tables are not to be dragged across the floor.
- 5.8 Remove all items from refrigerators, freezers, ovens, stoves and microwaves. All decorations including helium balloons must also be removed.
- 5.9 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.
- 5.10 Switch off all lights except security lights secure doors and windows, and arm the alarms on departure.
- 5.11 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 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.
- 7.4 No tap shoes or shoes with abrasive heels are to be worn.
- 7.5 Smoke machines are not permitted as they interfere with the alarms. Charges will apply for alarm activation.
- 7.6 No exotic dancers, nudity or similar entertainment permitted in any facility.
- 7.7 All deliveries and collections for a booking are to be included within the agreed hire time.
- 7.8 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.
- 7.9 Helium balloons are permitted provided they are anchored and are removed at the completion of the booking.
- 7.10 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 each 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 designated the 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 5148.
- 10.2 For afterhours queries regarding keys or emergency maintenance, contact the City's after hours service on 1300 886 885. Report any observed facility damage to info@armadale.wa.gov.au.
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.

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**

Hirer's Agreement

I am over the age of 18 and acknowledge I have read the '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

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