

Community Reserve Hire: Regular 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
Commencement Date:		Final Date for Year:		

Regular Hire Multiple Booking Information

Day	Start Time		Finish Time	Frequency
Monday	AM / PM	To	AM / PM	
Tuesday	AM / PM	To	AM / PM	
Wednesday	AM / PM	To	AM / PM	
Thursday	AM / PM	To	AM / PM	
Friday	AM / PM	To	AM / PM	
Saturday	AM / PM	To	AM / PM	
Sunday	AM / PM	To	AM / PM	
Booking to continue through school holidays?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Booking to continue through public holidays?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	



Booking Requirements		
Will you require power? * Not all reserves will have power available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you require water? * Minnawarra Park only	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you require access to toilets? * Not all reserves will have toilets available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your event open to members of the public? * Public Liability Insurance is required for all regular reserve hire applications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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. Regular Hire 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 form.
- 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 as 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 of \$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 reserve bond.
- 1.6. There is a minimum of one hour booking time per booking.
- 1.7. Bookings can only be taken up to 12 months in advance.
- 1.8. Regular hirers are invoiced quarterly and all invoices must be paid within 30 days of receipt.
- 1.9. 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.
- 1.10. Cancellations or other booking amendments must be made in writing, and within two working days of the amendment 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 times booked must include time required for set up and pack down of activities and will be charged for.
- 2.3. Where the use of floodlights is required, an electricity charge will apply as listed in the City's budget
- 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 and charged in accordance with the current Fees and Charges schedule.
- 3.2. Bookings with floodlight requests where the light switch is located inside the adjacent facility will be charged a facility bond.
- 3.3. The bond must be paid in one payment by cash, credit card or bank cheque prior to booking commencement. No part payments accepted.
- 3.4. 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 if given is returned.
- 3.5. Bond deductions and/or invoices will be raised to recover all damage costs incurred as a result of hirer activities.

4. Hirers Responsibilities

- 4.1. It is the hirer's responsibility to inspect the reserve surface prior to use and report any damages found
- 4.2. Smoking is not permitted within five metres of doorways and 10 metres of air intake vents of neighbouring facilities.
- 4.3. Alcohol is not permitted on reserves
- 4.4. Vehicles must only use parking bays supplied. No parking on grassed areas or paving around reserves.
- 4.5. The approval for equipment will be subject to a prior inspection/consultation with City staff.
- 4.6. The preferred method for stabilising of marquees, bouncy castles etc. is sand bags. Under no circumstance are star pickets allowed.
- 4.7. Orderly behaviour and respectable conduct is expected at all times.
- 4.8. Noise and disturbance must be kept to a minimum including whilst in the car park area.
- 4.9. If power is not available at the reserve and required, you will need to supply your own e.g. generator.
- 4.10. 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.



- 4.11. Avoid use of the reserve in excessively worn areas. For serious disrepair report to the City on 9394 5000 or the afterhours service on 1300 886 885.
- 4.12. 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.
- 4.13. Each facility is provided with waste and recycling bins for rubbish disposal. Any additional rubbish is to be taken away by the hirer. The cost of rubbish removal for any rubbish left at/on the reserve will be charged to the hirer. Special Event Bins where required can be organised, for a charge. Contact a Community Facilities Officer to discuss any additional bin requirements on 9394 5148.
- 4.14. At the completion of each booking:
 - 4.14.1. Pick up all litter from the reserve and car parks.
 - 4.14.2. Switch off floodlights where used. Lights not switched off will be charged to the hirer the hourly lighting fee until switched off.
 - 4.14.3. Report any observed reserve damage to info@armadale.wa.gov.au or the City's after hours service on 1300 886 885.
- 4.15. Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 4.16. 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.
- 4.17. 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. City of Armadale Responsibilities

- 5.1. The City of Armadale will make every effort to provide the hirer with a clean and tidy reserve.
- 5.2. The City of Armadale is not responsible for any damage, theft or loss of items belonging to, or of the responsibility of the hirer.

6. Additional Information

- 6.1. If you require assistance during office hours contact the Community Facilities Officer on 9394 5148.
- 6.2. For afterhours queries, contact the City's after-hours service on 1300 886 885.
- 6.3. For afterhours queries regarding security alarms, contact the City's alarm contractor on 1300 613 260.

Note: For all afterhours queries charges may apply if the reason for call is deemed a fault of the hirer.

7. 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 reserve in a clean and tidy condition will be deducted 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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