

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 Standard Function Rate and 3pm–1am time span. For further information or a quote, please contact a Community Facilities Officer on 9394 5000.

Standard Function Rate

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

Facility Type	Standard Hourly Rate (Max 6 hours)	Standard Function Rate
Category 1	\$19	\$370
Category 2	\$23	\$450
Category 3	\$31	\$620

Community Rate

Community Rates are available to incorporated not for profit organizations (associations, 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 (Max 6 hours)	Community Function Rate
Category 1	\$14	\$280
Category 2	\$17	\$340
Category 3	\$23	\$470

Bonds & Additional Charges

- A bond is applicable for all bookings
- **Casual Hire Bond** **\$500 - \$1000**
- Call Out Fee At discretion of the City (full cost recovery)



Hirers Information			
Organisation:		ABN:	
Name:		Email:	
Postal Address:			
Contact No:	(H)	(M)	
Type of Activity: E.g. – Wedding, 1 st 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 an 'Event Application'.</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
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.			

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
Attach a photocopy of your Photo ID prior to submitting your application.	



Available Facilities:

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

Category 1 Facility

Bakers House	<input type="checkbox"/> Children's Activity Area <input type="checkbox"/> Multi-Purpose Room	Frye Park Pavilion	<input type="checkbox"/> Meeting Room
Harold King Community Centre	<input type="checkbox"/> Meeting Room	Minnawarra Chapel	<input type="checkbox"/> Chapel
Piara Waters Pavilion	<input type="checkbox"/> Meeting Room	Roleystone Hall	<input type="checkbox"/> Meeting Room
Rossiter Pavilion	<input type="checkbox"/> Meeting Room	Springdale Pavilion	<input type="checkbox"/> Main Hall

Category 2 Facility

Bedforddale Hall	<input type="checkbox"/> Main Hall
Bob Blackburn Pavilion	<input type="checkbox"/> Main Hall
Churchman Brook Community Centre	<input type="checkbox"/> Main Hall
Creyk Park Pavilion	<input type="checkbox"/> Main Hall
Evelyn Gribble Community Centre	<input type="checkbox"/> Multi-Purpose Room
Forrestdale Hall	<input type="checkbox"/> Main Hall
Harold King Community Centre	<input type="checkbox"/> Multi-Purpose 1 <input type="checkbox"/> Multi-Purpose 2
Morgan Park Pavilion	<input type="checkbox"/> Main Hall
Rossiter Pavilion	<input type="checkbox"/> Multi-Purpose Room

Category 3 Facility

Bakers House	<input type="checkbox"/> Main Hall	Evelyn Gribble Community Centre	<input type="checkbox"/> Main Hall
Frye Park Pavilion	<input type="checkbox"/> Main Hall	Harold King Community Centre	<input type="checkbox"/> Main Hall
Harrisdale Pavilion	<input type="checkbox"/> Main Hall	John Dunn Hall	<input type="checkbox"/> Main Hall
Kelmscott Hall	<input type="checkbox"/> Main Hall	Piara Waters Pavilion	<input type="checkbox"/> Main Hall
Roleystone Hall	<input type="checkbox"/> Main Hall	Rossiter Pavilion	<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 Application/Bookings

- 1.1 All applications must be on an official/current application form.
- 1.2 You must be over 18 years or over to lodge an application.
- 1.3 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.
- 1.4 Bookings for functions considered 'high risk' are required a minimum 4 weeks prior to booking date.
- 1.5 The application will be processed and applicants will receive a Confirmation Letter confirming their booking, at which time a **non-refundable \$80 deposit** will be payable to secure the booking. You are advised not to issue invites or advertise your event 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.
- 1.6 There is a minimum of one hour booking time.
- 1.7 All bookings must conclude at midnight on Friday and Saturday evenings and 10pm Sunday to Thursday. Applicants may extend the reservation of the facility until 1am on weekends for the purposes of cleaning only.
- 1.8 Bookings can only be taken up to 12 months in advance.
- 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 facility.

2. Regular Applications and Storage

- 2.1 Regular hirers will be invoiced quarterly.
- 2.2 Regular hirers must fill in a separate application for one off events/functions. Note an additional bond may apply.
- 2.3 It is the responsibility of the Regular hirer to maintain the security of the facility key that is given out prior to their first booking. Any additional key requests incur a \$25 fee.
- 2.4 Any cancellations must be made in writing on an Amendment to Booking form and within two working days of the cancellation date.
- 2.5 Storage:
 - 2.5.1 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 to also store their items in a way that minimises any other group being blocked from accessing their stored items.
 - 2.5.2 Groups with access to storage areas must comply with regulations to ensure the safety of facility users.
 - 2.5.3 Storage charges are charged on a monthly basis and according to the current Fees and Charges schedule.
 - 2.5.4 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.
 - 2.5.5 Service ducts and public areas are strictly forbidden to be used as storage areas.
 - 2.5.6 Groups breaching storage benefits will be subject to penalties at the discretion of the Sport and Recreation Coordinator.

3. Fees and Charges

- 3.1 Costs of hire are in accordance with the current Fees and Charges endorsed by the Council.
- 3.2 **All times booked will be paid for. The facility must only be accessed within the times confirmed on the Community Facilities Casual Hire Confirmation Documents.**
- 3.3 Full payment is to be made five days prior to booking date.
- 3.4 Payments can be made over the phone, via EFT or in person at the City of Armadale Administration building (7 Orchard Avenue, Armadale).
- 3.5 Cancellations must be made in writing.
 - 3.5.1 Cancellations within five business days of the booking will forfeit all hire fees.
 - 3.5.2 Cancellations made prior to five business days of the event will forfeit the non-refundable \$80 deposit.

4. Bonds

- 4.1 A bond is applicable to all bookings and charged in accordance with the current Fees and Charges schedule.
- 4.2 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.



- 4.4 The bond will be returned approximately three weeks after the date of the booking to the person making the booking.
- 4.5 Bond deductions will occur as a result of:
 - 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 Additional rubbish collection
 - 4.5.8 Any false or misleading information is given regarding the nature of the booking.
- 4.6 A call out fee may apply if the alarm is not correctly activated at the conclusion of a booking that results in staff being called to the venue.

5. High Risk Functions

- 5.1 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.
- 5.2 High risk functions will only accepted at Kelmscott Hall or Forrestdale Hall.
- 5.3 A meeting with a Community Facilities Officer may be requested prior to booking application approval and confirmation.
- 5.4 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 law.
 - 5.4.1 A copy of invoice and receipt of payment for the crowd control company is required prior to function date.
- 5.5 Completion of 'Police Party Registration' is required and confirmation is to be sent to a Community Facilities Officer prior to booking date.
- 5.6 If the applicant does not comply with all conditions listed in section 5, the City has the right to withhold keys for the facility.

6. Hirers Responsibilities

- 6.1 When music is on please consider the volume and ensure the doors are shut. For evening bookings encourage guests to quickly vacate the area and not loiter in the surrounding park or car park. 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 the Environmental Protection (Noise) Regulations 1997 a \$250 on the spot fine 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.
- 6.2 The hirer is responsible for organising an Australasian Performing Rights Association (APRA) Licence if amplified music is to be used.
- 6.3 A Liquor licence is required when liquor is sold or provided under a door/cover charge.
 - 6.3.1 No alcohol is to be stored or left on the premises without prior written approval.
- 6.4 Orderly behaviour and respectable conduct of patrons and visitors is expected at all times.
- 6.5 Blu-tack, adhesive tape, thumb tacks or silly string are not to be used on any surfaces or to secure decorations or similar within the facility.
- 6.6 Each facility is provided with waste 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 deducted from the hirers bond. Additional bins can be purchased at an additional cost \$115 delivery and \$6 per bin emptied. There is a minimum of 4 bins per order. Contact a Community Facilities Officer to discuss any additional bin requirements on 9394 5000.
- 6.7 The hirer is responsible for organising their own Personal Accident Insurance, Loss Insurance and other relevant insurance policies.
- 6.8 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 as a result of any proven neglect or default of the City.
- 6.9 Children must be supervised at all times within the facility and surrounding grounds.
- 6.10 No personal or hired items/equipment to be left in the facility following your booking. The City takes no responsibility for remaining items and these will be disposed of immediately.
- 6.11 Return all cleaned chairs (in stacks of no more than 10) to storage area. 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 persons lifting at all times. Tables are not to be dragged across the wooden floors.
- 6.12 Remove all items in refrigerators, freezers, ovens, stoves and microwaves and decorations including helium balloons. The City takes no responsibility for any items left in facilities.
- 6.13 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.
- 6.14 Switch off all lights, except security lights, secure doors and windows and activate the alarms when departing the facility.



7. Electrical Compliance

- 7.1 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 the cost being deducted from the hirer's bond.
- 7.2 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.
- 7.3 The hirer will be responsible for any costs incurred due to electrical outages at the City's halls and facilities and/or repairs caused as a result of non-compliant equipment or overloading of outlets and circuits.

8. Restrictions

- 8.1 No eskies or ice chests on wooden floors, they must be kept in the kitchen/kiosk area.
- 8.2 No confetti, rice, flower petals or similar material to be used.
- 8.3 No candles or live flames.
- 8.4 No tap shoes or shoes with abrasive heels are to be worn.
- 8.5 Smoke machines are not permitted as they interfere with the alarms. Charges will apply for alarm activation.
- 8.6 No exotic dancers, nudity or alike entertainment permitted in any facility.
- 8.7 All deliveries and collections for a function are to be included within in the agreed hire time.
- 8.8 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.
- 8.9 Helium balloons are permitted as long as they are anchored and are removed at the completion of the booking.
- 8.10 Vehicles must only use parking bays supplied. No parking on grassed areas.
- 8.11 No live bands are permitted.

9. City of Armadale Responsibilities

- 9.1 The City of Armadale will make every effort to provide the hirer with a clean and tidy facility.
- 9.2 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.
- 9.3 The City of Armadale is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.

10. Cleaning

- 10.1 The hirer must supply their own cleaning equipment and products.
- 10.2 At the conclusion of the booking the hirer shall:
 - 10.2.1 Leave the entire facility in a clean and tidy condition,
 - 10.2.2 Sweep all floors,
 - 10.2.3 Spot mop any spillages,
 - 10.2.4 Place all rubbish in the external bins provided,
 - 10.2.5 Wipe down and stack all tables and chairs then return to designated storage areas,
 - 10.2.6 Ensure all surrounding areas, carparks, verges and park lands are left clean and tidy.
- 10.3 It is the responsibility of the hirer to remove all excess rubbish from the premises.
- 10.4 The hirer must report any damage that has occurred either accidentally or maliciously to any part of the facility.

11. Facility Assistance

- 11.1 If you require assistance during office hours contact the Community Facilities Officer on 9394 5000.
- 11.2 For afterhours queries regarding security alarms, 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.**

12. 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 over the age of 18 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 Community Facilities Casual Hire Application.

Name of Applicant (print)

Signature

Date

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