



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. 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 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.
- 1.5 There is a minimum of one hour booking time.
- 1.6 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.
- 1.7 Bookings can only be taken up to 12 months in advance.
- 1.8 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.
- 1.9 Booking cancellations must be made in writing.
 - 1.9.1 Cancellations within five business days of the booking will forfeit all hire fees.
 - 1.9.2 Cancellations made prior to five business days of the event will forfeit the non-refundable \$80 deposit.

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, and as such these will be handled as a casual application/booking. 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 \$20 fee.
- 2.4 Any cancellations or other booking amendments must be made in writing on a *Change of 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 is charged on an annual basis at an additional cost of \$150 and only the storage that has been approved is to be utilised.
 - 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 Sports & Recreation Co-ordinator.

3. Fees and Charges

- 3.1 Costs of hire are in accordance with the current Fees and Charges.
- 3.2 All times booked will be paid for including set up and set down times.
- 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.
- 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 a bank cheque. 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 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.
- 4.7 All incorporated bodies or those charging an entrance/ticket fee must provide proof of current public liability insurance. A minimum of \$20,000,000 coverage is required.

5. Hirers Responsibilities

- 5.1 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 any surrounding parks or car park.
- 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 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.
- 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 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 5148.
- 5.7 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.
- 5.8 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.
- 5.9 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.
- 5.10 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.
- 5.11 Switch off all lights, except security lights, secure doors and windows and activate the alarms.

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 the cost being deducted from the hirer's bond.
- 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 halls and 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 tap shoes or shoes with abrasive heels are to be worn.
- 7.4 Smoke machines are not permitted as they interfere with the alarms. Charges will apply for alarm activation.
- 7.5 No exotic dancers, nudity or alike entertainment permitted in any facility.
- 7.6 All deliveries and collections for a function are to be included within in the agreed hire time.
- 7.7 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.
- 7.8 Helium balloons are permitted provided they are anchored and are removed at the completion of the booking.
- 7.9 Vehicles must only use parking bays supplied. No parking on grassed areas.
- 7.10 No live bands are permitted.



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 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 function/session 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 Place all rubbish in bins,
 - 9.2.5 Wipe down and stack all tables and chairs then return to designated storage areas,
 - 9.2.6 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.
- 9.4 The hirer must report all damage that has occurred either accidentally or maliciously to any part of the facility.

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 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.

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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