

Community Reserve Hire: Casual Hire Application

Organisation:			
Name:			
Address:			
Contact No:	(H)	(M)	
Email:			
Type of Activity:			
Number of people attending:			
Application to hire: (Separate application form required for each venue)			<input type="checkbox"/> Park <input type="checkbox"/> Oval <input type="checkbox"/> Reserve
Is your event open to members of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes you will be required to attach a copy of your Public Liability Insurance Certificate.			

Booking Day:		Booking Date(s):	
Start Time:		Finish Time:	

Equipment Details		
Will you be erecting equipment on the park? (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		



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 Your booking is not confirmed until you receive written confirmation and payment has been received.
- 1.4 All cancellations must be in writing and prior to booking day. Cancellations received within 10 days of the event forfeit all hire fees.

2. Fees and Charges

- 2.1 Costs of hire are in accordance with the current Fees and Charges.
- 2.2 All times 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).
- 2.5 Cancellations made within 10 days of the booking will forfeit all hire fees.

3. Bonds

- 3.1 A bond will apply for all bookings that will be erecting equipment on the reserve including but not restricted to marquees, stages, children's entertainment (bouncy castle, petting zoo etc) and temporary toilets.
- 3.2 A bond will apply for any booking that requires a key to access to gates or outdoor toilet facilities.
- 3.3 The bond will be returned approximately three weeks after the booking. Any damage or excessive litter to the reserve or car park shall be deducted from your bond.

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 allowed.
- 4.3 Power is not supplied. If power is required you will have to organise your own e.g. generator.
- 4.4 An inspection may be carried out by Parks Officer on completion of event to ensure equipment has not damaged the reserve.

5. Hirers Responsibility

- 5.1 It is the hirer's responsibility to take out public liability insurance for their activity/event if open to public. A current certificate of currency is a requirement of all public open events.
- 5.2 Promotion/invitations to your event can not commence until confirmation and payment is finalised.
- 5.3 Orderly behaviour and respectable conduct is expected at all times.
- 5.4 Noise and disturbance must be kept to a minimum including whilst in the car park area.
- 5.5 Pick up all litter from reserves and car parks.
- 5.6 Switch off all lights, if not switched off you will be charged the hourly lighting fee until switched off.

6. Restrictions

- 6.1 Alcohol is not permitted on any reserves.
- 6.2 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.
- 6.5 The use of glass bottles or glass drinking vessels of any description are not permitted.
- 6.5 The use of confetti or rice in the park is not permitted.
- 6.6 Please note that the area is "**Public Open Space**" and the public cannot be excluded from the area.



7. Conditions of Use

- 7.1 It is the hirer's responsibility to inspect the surface prior to use.
- 7.2 Avoid use in excessively worn areas. For serious disrepair report to the City on 9394 5000 or the afterhours service on 1300 886 885.
- 7.3 All soccer/hockey goal posts/cages and similar equipment must be anchored to 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.

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 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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