



## Community Reserve Hire: Regular Hire Application

<b>Organisation:</b>		<b>ABN:</b>	
<b>Name:</b>			
<b>Address:</b>			
<b>Contact No:</b>	<b>(H)</b>	<b>(M)</b>	
<b>Email:</b>			
<b>Type of Activity:</b>			
<b>Number of people attending</b>			
<b>Application to hire:</b> (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?  YES  NO

If yes you will be required to attach a copy of your Public Liability Insurance Certificate.

### Equipment Details

Will you be erecting equipment on the park?

(If yes please indicate number and see attached Terms & Conditions)

Equipment	Number	Size
Marquees		
Advertising Banner		
Temporary Toilets		
Children's Entertainment (bouncy castle etc)		
Children's zoo/ animals		
Stage		
Other		

Do you require access to;

Power: ( Not available at all Venues)  YES  NO

Water: ( Minnowarra Park only)  YES  NO





**NOTE:** The approval of equipment is subject to a prior onsite inspection/ consultation by City staff.

**Regular Hire Multiple Booking Sheet**

<b>User Group:</b>	
<b>Commencement Date:</b>	
<b>Final Date for Year:</b>	

Booking to continue through school holidays? Yes  No

Booking to continue through public holidays? Yes  No

**Invoices sent quarterly**

Day	Start Time		Finish Time	Frequency
Monday		To		
Tuesday		To		
Wednesday		To		
Thursday		To		
Friday		To		
Saturday		To		
Sunday		To		



## Recreation Services

### Regular Booking Conditions and Process

#### Conditions of Use

- Smoking is not permitted within five metres of doorways and 10 metres of air intake vents of facility.
- Alcohol is not permitted on reserves
- The approval for equipment will be subject to a prior inspection/consultation with City staff.
- All incorporated user groups are required to provide a current copy of public liability insurance.
- Orderly behaviour and respectable conduct is expected at all times.
- Noise and disturbance must be kept to a minimum including whilst in the car park area.
- Your booking(s) are not confirmed until you receive written confirmation. Promotion/invitations for your event(s) can not commence until confirmation is received.
- All invoices must be paid within 30 days of receipt.

#### Equipment

- The preferred method for stabilising of bouncy castles, marquees etc is sand bags. Under no circumstance are star pickets allowed.
- If power is not available at the facility, you will need to supply your own e.g. generator.

#### Upon Departure

- Pick up all litter from reserves and car parks.
- Switch off all lights, if not switched off you will be charged the hourly lighting fee until switched off.
- Report any observed reserve damage to [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au) or the City's after hours service on 1300 886 885.

#### Reserve Conditions of Use

- It is the hirer's responsibility to inspect the surface prior to use.
- 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.**
- Avoid use in excessively worn areas. For serious disrepair report to the City on 9394 5000 or the afterhours service on 1300 886 885.
- 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.

#### 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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