

CASUAL APPLICATION TO HIRE COUNCIL RESERVE

HIRER'S INFORMATION:			
Organisation (if applicable)			
Contact Person			
Postal Address			Postcode:
Phone Number	Mobile:	Home:	Business:
Email			
Type of Activity			No. of People attending
Application to hire			Park Oval Reserve
(Separate application form required for each venue)			
BOOKING DETAILS:			
Day:	Date(s):		
(eg: Monday, Tuesday)	DATE	MONTH	YEAR
Booking Times:	START TIME		FINISH TIME
	Set Up:	am pm	am pm
Times must be block-booked e.g.	Function/Event Time:	am pm	am pm
Set up time 10am to 12pm	Clean Up:	am pm	am pm
Function time 12pm to 4pm	(Note: Times required for set up, function time and clean up must run on from each other)		
Clean up time 4pm to 6pm			

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.		
Do you require access to;		
Power: (Not available at all Venues)	Yes	No
Water: (Minnawarra Park only)	Yes	No
Will you be erecting equipment on the park?	Yes	No
(If yes please indicate number and see attached Terms & Conditions)		
Marquees	_____	Size _____
Advertising Banner	_____	Size _____
Temporary Toilets	_____	
Children's Entertainment (Bouncy Castles etc)	_____	
Children's zoo/animals	_____	
Stage	_____	Size _____
Other	_____	
NOTE: The approval for equipment is subject to a prior onsite inspection/consultation by City staff.		

BOOKING CONDITIONS OF USE

- Bookings are not taken tentatively. A late booking fee applies to applications received within 10 days of the event.
- Smoking is not permitted within five metres of doorways and 10 metres of air intake vents of facility.
- Alcohol is not permitted on reserves.
- 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 bookings.
- 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 is not confirmed until you receive written confirmation and payment has been received.
- Promotion/invitations to your event can not commence until confirmation and payment is finalised.
- All electrical appliances and cords must comply with the City's electrical policy (attached).
- All cancellations must be in writing and prior to booking day. Cancellations received within 10 days of the event forfeit all hire fees.
- 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.

EQUIPMENT

- The approval for equipment will be subject to a prior inspection/consultation with City staff.
- 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.
- A final inspection will be carried out by Parks Officer on completion of event.

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 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 9399 0111 or the after hours 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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MANAGEMENT PRACTICE	
REC N 6	Electrical Cord and Equipment Safety for Event Vendors and Venue Hirers

1. INTRODUCTION

- 1.1 The City may provide access to a power supply at its facilities for community events and activities subject to the conditions identified in this Management Practice and compliance with all relevant regulations and standards.
- 1.2 Any group or individual who wishes to access a power supply at a City facility must provide details of their electrical equipment and power requirements at the time they make application to book a venue or vendor site at events held at any City facility.
- 1.3 The City will consider any requests for access to its power supply and liaise with its electrical contractor as required prior to approving or declining the request.

2. GENERAL CONDITIONS

- 2.1 Facility hirers, vendors and exhibitors must only use an extension cord and/or electrical appliances, which carry a valid compliance tag indicating the date it was tested and the name of the licensed electrical contractor who tested it.
- 2.2 A compliance tag must indicate that the test has been performed within **six (6) months** of the date of the event or activity.
- 2.3 Extension leads and cords shall be heavy duty; orange or red in colour and in good condition.
- 2.4 Cord junctions must not be exposed to the weather or in damp situations.
- 2.5 All electrical outlets and electrically operated equipment must be protected by a residual current device (RCD) safety switch. In accordance with Health (Public Building) Regulations, RCDs must be tested by a licensed electrical contractor every **six months** and a tag fixed to the item with the test date and name of the electrical contractor.
- 2.6 Double adaptors or piggy back plugs are not permitted.
- 2.7 Festoon or party lighting shall be located and supported so that:
 - a. No lamp is within 150 mm of flammable material or metal surface;
 - b. No lamp holder is within 2.5m of the ground or any place where a person is likely to stand unless the lamp holders are installed immediately below a ceiling or fixed to a structure, in position not exposed to mechanical damage; or precautions are taken to prevent inadvertent contact by members of the public; and
 - c. No part of the lighting system is within 5.5m of the ground in areas subject to vehicular traffic

3. EVENTS

- 3.1 At City of Armadale Cultural Events, the City’s electrical contractor shall supervise all power connections. Failure to comply with the following requirements will result in refusal to connect to the City’s power supply.
 - a. The use of radiators, heaters or kettles is prohibited at outdoor events.
 - b. Cords shall not be laid on top of the ground in areas accessible to the public. In all other situations cords may be laid on the ground for short distances provided that suitable means of physical protection is provided i.e. place a heavy-duty rubber or similar mat over the top.

- c. Overhead power connectors are not permitted.
- 3.2 Vendors and exhibitors must ensure that all electrical wiring and installations on their site is carried out by a licensed electrical contractor and complies with Australian Standards AS3000 and AS3002.
- 3.3 Caravans and other mobile equipment must display in a visible place a current Western Power compliance certificate for that caravan or mobile equipment.
- 3.4 Any electrical switchboards to be used at events held at a City facility must:
 - a. Be in weather proof enclosures.
 - b. Have no access to live parts
 - c. Have doors that are able to be fully closed and locked with all cables connected or be located so that they are only accessible to authorised persons.
 - d. Have a main switch.
 - e. Have over current circuit breakers to protect outlets for sub-mains.
 - f. Have RCD protection to protect final sub circuits
 - g. Have all components and their functions clearly identified.

4. HALLS & FACILITIES

- 4.1 Any approval to access a power supply that the City may grant to a hirer of its Halls and/or Facilities will be subject to the General Requirements identified in item 2 of this Management Practice.
- 4.2 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.
- 4.3 The hirer will be responsible for any cost 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.