

**ACCOMMODATION NUMBERS**

All City facilities have maximum accommodation numbers that restrict the number of people allowed in each room. Failure to adhere to these restrictions will result in cancellation of the booking and no refund for the remainder of the booking fee paid.

**BEHAVIOUR OF CHILDREN**

The behaviour of children will be the responsibility of the parents concerned.

**BLOCK BOOKING and BOOKING USAGE**

Any groups found block booking or not utilising the time booked for the use of Council Facilities will lose any unused booking time and may incur a charge for unused time. Priority for those time slots may also be forfeited for future requests.

**BOND**

A bond of four hundred and seventy dollars (\$475.00) will apply to small functions, events or gatherings not required to go through the City's 'event approval application' process. Those bookings or events required to go through the 'Event Approval Process' as determined by the City or bookings where alcohol is consumed will be required to pay a seven hundred and forty dollars (\$740.00) bond. **If the booking is considered a 'High Risk Event' then a bond of \$1590.00 will apply.**

A key bond of eighty dollars (\$80.00) per set of keys (maximum two sets) is required for hirers requiring access to toilets, changerooms or park chaingates. These keys are to be returned to the City at the end of each season. Failure to do so may result in Council deeming these keys lost and the cost of re-keying may be passed onto the club concerned. Bonds will be refunded by cheque, made out to the name and address on the original receipt within fourteen (14) days of the booking, subject to compliance with conditions.

**BREAKDOWNS**

In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the City of Wanneroo but every care and precaution will be taken in this regard.

**CANCELLATION, REFUNDS and TENTATIVE BOOKINGS**

The City of Wanneroo reserves the right to cancel any bookings and will give written notice within 28 days to the hirer. Any amounts paid will be fully refunded. Cancellation by the hirer must be received in writing 14 days prior to the booking date. An administration charge of 20% of the total charge will be deducted from the refund. The bond will be refunded in the event of cancellation. All cancellation of, or alterations to a booking by regular users must be made in writing a minimum of 14 days prior to event. Tentative bookings will only be held for 7 days. **Bookings are not secure without a deposit.**

**CLEANING**

The facility should be left in a clean and tidy condition immediately after use, including the removal of all balloons and streamers, to ensure other Hirers are not disadvantaged. Please ensure floors are swept and mopped with all rubbish to be placed in the bins provided. If any equipment, including stoves or ovens used, then they must be left in a clean condition. **All cleaning products and equipment needed to clean the facility are to be provided by the Hirer.** Failure to observe this will result in the Hirer being billed for additional cleaning.

**RUBBISH**

Rubbish should be removed from the facility and placed in the bulk bin outside. Any additional rubbish that does not fit into the bulk bin is to be taken home with the Hirer. Failure to observe this will result in the Hirer being billed for additional rubbish removal. Please contact Waste Services if you require additional bins for your function. Charges for this service will apply.

**CURFEW**

The curfew for City of Wanneroo facilities is **12.00am (midnight)**. Music and refreshments must end at the hire time designated by the Hirer and definitely go no later than curfew. Please ensure you have vacated the building at the designated time that your booking was approved. Failure to do so may result in additional charges.

**CROCKERY AND CUTLERY**

The City of Wanneroo will not supply crockery and cutlery. Where there is crockery and cutlery, it will not be replaced by Council. It is the Hirer's responsibility to provide these items for themselves and to remove them after use.

**DAMAGE**

The hirer must inform the City if any damage is discovered prior to booking. Failure to do so may jeopardise the bond.

**DECORATIONS**

The driving of nails and screws etc. into any part of the building fixtures and fittings is prohibited. All decorations must be removed after completion of function. No decorations are to be fixed to ceiling/wall fans, air conditioners or heating appliances.

**EQUIPMENT**

Tables and chairs are supplied in buildings. Please ensure these are returned to the correct area of storage. Chairs must be cleaned and stacked in groups of no more than 10. Tables must be cleaned and stored folded in an upright position.

**EVENTS**

If your booking is for a community event, please ensure that an **Event Approval Application** form has been submitted a minimum of 8 weeks prior to the event. Confirmation of your booking will not be given until your event has been approved.

**FIRST AID**

It should be noted that the City does not provide First Aid assistance or supplies within any of the City's Facilities. It is recommended that the group ensure they have adequate first aid supplies and first aid assistance prior to their function or activity.

**FLOORS**

No talcum powder, sawdust or resin is to be used. Kegs of beer are prohibited at all times on any wooden floor area and are only allowed in the kitchen/bar area and/or the outside courtyard. Plants containing water are not to be placed on floors. Please comply with the request otherwise a fee may be levied for additional work required on floor areas

**GAS BOTTLE STORAGE**

Under no circumstances are any gas bottles permitted to be stored in City of Wanneroo buildings. Any Gas bottles found stored on the premises will be removed without notice to the group.

**HIRED AREA**

People attending functions are to remain within the area hired. Consideration of others is appreciated. Please **DO NOT ENTER** the building before your designated time as other user groups may be using the facility.

**HIRER'S POSSESSIONS AND HIRED EQUIPMENT**

Articles and goods left during and after the hire of the hall are left at the hirer's/owner's own risk. The City of Wanneroo accepts no responsibility for any items left on the premises after the completion of functions. All equipment **MUST** be removed immediately after the event unless prior arrangement has been made with the City's Community Facilities Officer.

**LAW AND ORDER**

The Hirer of any facility shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.

**LIABILITY**

Casual Hirer's of City Facilities have some cover for their public liability depending on the activities being undertaken. Regular hirers and groups/organisations and the like are encouraged to arrange their own public liability insurance.

**LIQUOR**

Prior written consent of the City must be obtained if alcohol is to be consumed at the event or function. Permission from Council must also be obtained when selling liquor prior to applying for an Occasional Permit.

**Occasional Permit:** Where a charge for entry or payment for alcohol is involved (eg: Cabarets) an Occasional Permit must be obtained from the Department Racing, Gaming & Liquor,( <http://www.rgl.wa.gov.au/> ) Level 1, 87 Adelaide Terrace, East Perth, Western Australia, 6004, Postal Address: PO Box 6119, East Perth, Western Australia, 6892, Tel: (08) 9425 1888 Facsimile: (08) 9325 1041 , fourteen (14) days prior to the event. A copy of this Licence must be forwarded to Council before the event and must be shown on inspection by any authorised person within the licensed premises.

**Please note that alcohol is NOT permitted outside the hired area or outdoors of a building.**

**NOISE**

The Hirer must ensure that no undue noise is created by patrons, whether at the function or by leaving the venue. Any complaints received from adjacent residents could jeopardise future applications. If Council Rangers are called out due to noise complaints or antisocial behaviour then a call out fee will be deducted from the bond payment. If noise is excessive, it may result in the function being shut down, no refund for the remainder of the booking fee paid and a loss of the bond payment. The Hirer is responsible to ensure all patrons leave the venue and it's surrounds immediately after the function.

**PAYMENTS**

The hirer shall pay in full the hire fees within 30 days of rendering of an account. Non-payment by the end of this period shall void the application for hire. In the event that there is an outstanding amount at the expiration of the hire period, the hirer shall be prevented from making a casual, seasonal or annual booking unless arrangements for payment to the satisfaction of the Manager Program Services have been made prior to a booking application being submitted.

Casual Booking Applications must be completed in full, signed and returned with the Facility Hire Form to the Community Facilities Officer. Payment in full must be made 14 days prior to the event or function.

**REFUSAL**

The City of Wanneroo reserves the right to refuse to let the facility or any portion thereof without assigning any reason for refusal.

**SECURITY, CALLOUTS AND KEYS**

Please ensure that you are aware of the arrangements for collecting keys. Where a call out to open a building occurs, this could result in a fee being levied to recover the costs incurred. It is the group's responsibility to ensure all doors and windows are secured when the premises are vacated.

If a Council employee or the Security Company is called out after hours to secure a building, the user at fault will be billed the cost of the call out accordingly. After securing and vacating the premises, keys to the facility should be returned to the keyholder immediately after the event or function.

**SET UP AND CLEARING AWAY**

All setting up and clearing away is to be completed within the designated time allocated on the Facility Hire Contract. There is a reduced set up/pack up rate that will be applied for a maximum of 3 hours for functions at the Community Facilities Officer discretion. Any set up/pack up time required in addition to 3 hours will be charged at the normal hourly rate for the specific area. Should the hirer continue to occupy the premises outside the hours allocated, the scheduled hourly rate will be deducted from the bond.

**SEVERAL APPLICATIONS**

In the event of two (2) or more applications being received for the hire of any portion of the facility at one time and date, the City of Wanneroo may without considering priority of application, determine to which applicant the hiring shall be granted.

**SMOKE MACHINES**

The use of smoke machines within the City's facilities is strictly prohibited as the building smoke detectors become ineffective.

**SMOKING**

Council has adopted a policy, which prohibits smoking inside any Council owned community facility.

**SUB-LETTING**

Under no circumstances may a hirer sub-let the facility to any other person or group. All bookings are restricted to the person or group that the facility is hired to. All bookings MUST be directed to the Community Facility Officer.

**SUBSIDISED USE**

Subsidised usage will only be provided to those groups as defined in City of Wanneroo Facility Hire & Use Policy. Those groups will only receive subsidised use if more than 50% of their members reside within the City of Wanneroo. Groups will be asked to supply supporting documentation and will be required to complete a declaration to this effect. Evidence supporting their application for subsidised use must be submitted within fourteen (14) days of the booking being approved otherwise full payment of the account will be required.

**SPECIAL CONDITIONS**

Any special conditions relating to the building or facility will be set out on the Facility Hire Form.

**STORAGE AREAS**

All groups utilising storerooms have the responsibility to maintain the cleanliness of those storerooms and ensure they are user friendly for all user groups. The City may request removal of your equipment if this condition is not adhered to. Groups are responsible for any equipment they leave in the centres and the City of Wanneroo will not be held responsible for any damage or loss of such items. Please ensure that your insurance covers items that you store in Council Facilities. Storage is limited and will only be offered within the hired booking area, subject to availability. Permission by the City is required prior to any item being stored in Council Facilities. This is inclusive but not limited to fridges and storage cupboards. All storage cupboards and equipment must be clearly labelled. Storage is only permitted for the duration of the booking.

The use of **private locks** on City Facilities is not permitted. The City will provide suitable locks for all City owned facilities including gates, storage areas and building access. If hiring groups have restricted the City's access by the use of their own private locks then the City will remove those locks without notice to the hirer in order for authorised staff to carry out their required duties.

**WARNING**

Every hirer/person shall observe all conditions of the Local Government And Public Property Local Law 1999.