

## ANNUAL BUILDING BOOKING TERMS

- The City of Wanneroo requires a copy of your group/club Public Liability Insurance prior to commencement of your booking.
- 2014 Key Bond: \$84.00 per set - Upon completion of your term of hire, keys **MUST BE** returned to this office in accordance with the City's "Key Access – Community Buildings" Policy. (Please note: If still possess keys, a bond refund will be issued for current bond held and new invoice will be issued for above amount. Failure to return keys after 2014 bookings have ceased may result in future bookings being jeopardized.)
- If on any occasion alcohol is to be consumed, you are required to contact the Community Facilities Officer.  
Please note that should alcohol be sold in any Council building, you are required to forward a copy of your liquor licence to the Community Facilities Officer prior at time of payment otherwise your booking will not be confirmed.
- Dates will not be granted prior to 1 January 2014 or after 31 December 2014.
- One application per Building required. Should you require more than 3 rooms to hire for one centre, a second application is required
- This application is a request and should not be taken as a confirmed booking and there will be fees that will apply to this booking. I understand I cannot access the facility outside the times granted and not until approval is granted. I also understand that Key holders/Caretakers for the facility do not have authorisation to grant access to hirers outside their approved times.