ALCOHOL & GAMING
The Hirer is responsible for ensuring that all Liquor and Gaming Licences necessary for the booking are in place.

APPLICATIONS
- All applicants must be 18 years of age. Proof of age is to be provided on application.
- Approved Hirers may not transfer the right to hire to another person or organisation.
- All bookings are tentative until a signed Facility Hire Contract is returned by the Hirer.
- Hirers shall observe all conditions of the Local Government and Public Property Local Law 1999.
- The City of Wanneroo reserves the right to refuse to let a facility or any portion thereof without assigning any reason for refusal.

ACCESS AND SECURITY
- Arrangements for access must be pre-arranged.
- If the function/event is being held outside of normal business hours, the caretaker will meet the hiree on site to open up and/or secure the required areas.
- It is the Hirers responsibility to ensure that the premises are vacated on time and they must remain on site until the Caretaker arrives to secure the building.

BONDS
- All bonds are payable 14 days prior to the booking date.
- The bond or parts thereof may be forfeited if the Conditions of Hire are not fulfilled.
- Bonds will be refunded via cheque to the person named on the bond receipt within 14 business days of the booking date, on the provision that the facility is left in a satisfactory condition to the City.
- The Hirer must inform the City if any damage is discovered prior to booking. Failure to do so may jeopardise the bond.

CANCELLATION and REFUNDS
- 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.
- All cancellations of, or alterations to a booking by regular or seasonal users must be made in writing a minimum of 14 days prior to event/booking.

CLOSURE OF FACILITIES
- Facilities may be closed down at any time by City of Wanneroo Officers or Police Officers should the Conditions of Hire not be maintained.
- The City reserves the right to close any building or reserve at any time to facilitate urgent maintained needs or remove any risks. Where practicable alternative options will be provided.

CURLF EW
- The curfew for activities and functions held at the Wanneroo Library & Cultural Centre is 12:00am (midnight).
- Music and refreshments must end at the hire time designated by the Hirer and there is no later than the curfew.
- If the event exceeds the curfew and additional staff or the Rangers are called out after hours to secure the building, thehirer will be billed the cost of the call out.

EQUIPMENT
- All rooms are hired on a ‘dry hire’ basis and whilst some tables and chairs are supplied, their set up is the responsibility of the hireer.
- All equipment must be returned in the same state and to the same location as received.
- Articles and goods brought in by the Hirer are at the Hirer’s/owners risk.
- All equipment brought in by the Hirer must be removed immediately after the booking unless prior arrangement has been made with the Facilities Officer.

FEES
- All fees are set in accordance to the City’s Schedule of Fees and Charges and are payable in full 28 days prior to the commencement of the booking or as laid down on the Facility Hire Contract.
- A deposit of 20% of the total hire fee is payable within 14 days of the initial enquiry along with the signed and completed booking form.
- Applications to waive fees and charges will be considered under the City’s Donations, Sponsorships and Waiver of Fees and Charges Policy which can be found on the City of Wanneroo Website.

FIRE ALARMS
- If a fire alarm is activated by any act or omission of the Hirer or their agent, sub-contractor or guest, the Hirer will incur the cost of the response by FESA.

GAS BOTTLES
- The storage of gas bottles in City of Wanneroo buildings is prohibited.

NOTE : Additional Terms and Conditions apply for Exhibition Bookings.