

## CASUAL FACILITY HIRE BOOKING TERMS

- I have tentatively booked the times stated in my application and am aware of the fees that will apply to this booking. I understand I cannot access the facility outside the times that have been approved.
- I am over the age of 18 and hereby acknowledge having read a copy of the 'Conditions of Hire – Community Facilities' and agree to abide by the conditions therein.
- I understand my booking is not approved until such time I receive confirmation in writing.
- The City of Wanneroo requires a copy of your group/club Public Liability Insurance prior to commencement of your booking.
- 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.
- One application per Building required. Should you require more than 3 rooms to hire for one centre, a second application is required
- I understand that Key holders/Caretakers for the facility do not have authorisation to grant access to hirers outside their approved times.
- The fees cover the hire of the room, kitchen, toilets and use of chairs and tables. The City does not supply table linen, cutlery, crockery, glasses or *cleaning equipment*.
- Bonds will be refunded to the hirer by cheque within 14 business days of the function on the provision that no damage is caused to the venue or extra cleaning required. Any costs incurred due to damages, breakage or not leaving the premises in a clean and tidy condition will be taken from the bond and any additional costs shall be charged to the hirer. These refunds are made out to the name and address on the original payment receipt.
- You will have to submit a site plan should your function/event involve structures e.g. bouncy castles. This will also have to include the type of any structures, including materials and dimensions.
- Lime, creosote, sump oil, 'roundup' or any other chemical is prohibited for marking grounds. If inappropriate line marking materials are used then a charge will be incurred to rectify any damage caused.

### High Risk Bookings

High Risk Bookings are functions that include the following:

- Birthday parties between the ages of 15 – 25
- Bachelor or Hens parties (these functions are not allowed in the centres)
- Other Events deemed "High Risk" by Co-ordinator Facilities / Manager Programs and Services

Conditions that apply to High Risk Bookings are:

- Bookings are to be made no less than 6 weeks prior to the function
- Photographic Identification must be provided of person who is booking the party and must be over 18 years of age.
- You are required to complete a Party Registration form – WA Police

(visit <http://www.police.wa.gov.au/Yoursafety/Hostingaparty/tabid/1353/Default.aspx>)

- Bond payable will be no less than **\$2670.00**. No exceptions.
- Loss of Facility Bond for the booking will occur should instances of anti-social behaviour occur and the cost of the call out fee to the hirer, if the need arises. Any costs incurred due to damages, breakage or not leaving the premises in a clean and tidy condition will be taken from the bond and any additional costs shall be charged to the hirer.
- The Provision of Security is compulsory for this function. The City requires a copy of the security firms booking by the hirer for the function as well as paid receipt. The function must have one crowd controller per 50 persons. The Security Guards are required to stay on the premises for 30 minutes after the function has ceased to ensure that guests leave the facility and surrounding area safely.
- No glass is permitted – all drinks must be served supplied in cans, casks or plastic cups.
- Ranger Services have the authority to close any function if any parts of the conditions are breached.
- It is the responsibility of the organiser to ensure all patrons leave the venue and its surrounds immediately after the function.
- Alcohol may be approved for this booking but it will be the organiser's responsibility to ensure that no person under the age of 18 is consuming alcohol.
- No booking confirmations will be given until all the above documentation is submitted to the City of Wanneroo. We do not recommend handing out invitations until formal approval has been given.

## **Sound Restrictions – Carramar Community Centre Only**

Carramar Community Centre is equipped with a power cut off system should your function noise reach unacceptable levels. The system has been installed to prevent disturbance to the surrounding residents and shops.

Please read the information below to assist in preventing automatic power shut off during your booking:

- The light system is:
  - A light situated on the wall to the left of the rooms entrance
  - When the light is green, your noise level is good
  - When the light is orange, your noise level is getting loud
  - When the light is red, the power will shut off
  
- To activate the power again, you will need to turn on the switch that is located on the opposite wall to the entrance (possibly behind your music set up).

If you continue to play your music too loud, the power will continue to shut off. Please ensure that people operating your sound system, e.g. DJ, stereo etc, are aware of this power cut off function.