City of Wanneroo

WANNEROO LIBRARY & CULTURAL CENTRE TERMS AND CONDITIONS OF FACILITY HIRE

ALCOHOL
- **The Hirer is responsible for ensuring that all Liquor Licences necessary for the booking are in place. (Alcohol use will be special request and at discretion of Manager)**

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 hirer 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 20 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 14 days to the Hirer. Any amounts paid will be fully refunded.
- Cancellation by the Hirer to be eligible receiving a full refund must be received in writing 3 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 3 days prior to event/booking.

CLOSURE OF FACILITIES
- Facilities may be closed down at anytime 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.

CURFEW
- 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 go 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, the hirer 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 hirer.
- 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/owner's 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 with the City's Schedule of Fees and Charges and are payable in full 7 days prior to the commencement of the booking or as laid down on the Facility Hire Contract.
- Payment of the facility hire fees implies full acceptance of the terms and conditions outlined in this document.
- 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, subcontractor or guest, the Hirer will incur the cost of the response by FESA

HOUSEKEEPING
- The use of confetti or similar materials is strictly prohibited
- Tables and chairs are supplied in buildings - these must be returned to the correct storage area. Chairs must be stacked no more than 10 high.
- All decorations must be removed after the completion of function. No decorations are to be fixed to fans, air conditioners or heating appliances.
- All areas and equipment should be left in a clean and tidy condition immediately after use.
- All cleaning products and equipment required to clean the facility are to be provided by the Hirer.

GAS BOTTLES
- The storage of gas bottles in City of Wanneroo buildings is prohibited.
- Hirers are responsible to provide crockery and cutlery and to remove them after use.
- All set and clean up must be completed within the agreed hours of hire.
- The use of smoke machines within the City's buildings is strictly prohibited.

KITCHEN
- When the kitchen is hired it must be left in its original state at the conclusion of the hire period.
- A set of operating instructions for the equipment will be provided. All instructions must be followed, or a cleaning bill will be charged to the Hirer.

INSURANCE
- Hirers are responsible for ensuring that all relevant insurances are in place for the booking.

NOISE
- All noise levels must be controlled by the Hirer and should comply with the Environmental Protection (Noise) Regulations 1997.
- The costs of an Environmental Health "call out" to the facility or reserve during its period of use shall be deducted from the hirer's bond.

PARKING
- Parking should be within designated parking bays.

RUBBISH
- The City of Wanneroo will provide a reasonable number of bins and all rubbish should be placed in the bins provided.
- Any additional rubbish that does not fit into the bins is to be taken away by the Hirer.
- Large items such as empty boxes are also to be removed by the hirer.
- Failure to observe these requirements will result in the Hirer being billed for additional rubbish removal.

SAFETY
- Hirers are responsible for the safety of their guest/members.
- The supervision and behaviour of children is the responsibility of the parents or guardian at all times.
- The maximum capacity of each area of the facility must not be exceeded at any time.
- The Hirer is responsible for ensuring adequate first aid provision is made for the booking.
- The Hirer shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.
- High risk functions require licensed crowd control staff at a ratio of 1:50 patrons.

SIGNAGE
- Signage may be permitted subject to compliance with the City's Advertising on Public Open Space Policy.

SMOKING
- Smoking is not permitted with Council buildings.

SPECIAL CONDITIONS

- Any special conditions relating to the facility will be set out on the Facility Hire Contract.

NOTE : Additional Terms and Conditions apply for Exhibition Bookings