



TRIM NUMBER
EVENT NUMBER

## BOOKING APPLICATION FORM - RESERVE

Title: (Mr, Mrs, Dr, Etc.)      Given Names      Surname

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Postal Address

Street Number and Name		
Town/ Suburb	State	Post Code

Contact Number      Email Address

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Registered Association or Group (If applicable) *\*\* Please do not entre a group name if it is not incorporated\*\**

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## VENUE DETAILS

Reserve / Park

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Start Date	End Date	Start Time	End Time	Attendance

Type of Booking (please tick)

Training <input type="checkbox"/>	Sport Match <input type="checkbox"/>	Sports Carnival <input type="checkbox"/>	Function/Party <input type="checkbox"/>	Fete/Carnival <input type="checkbox"/>	Other <input type="checkbox"/>
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Facility Requirements (please tick)

Change Rooms <input type="checkbox"/>	Toilets <input type="checkbox"/>	Vehicle Access <input type="checkbox"/>	Floodlights <input type="checkbox"/>	Other <input type="checkbox"/>
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Is the booking for a not for profit organisation?      Yes       No

If "Yes" Please attach your groups Certificate of Incorporation and Public Liability

	YES	NO
Will you be installing a Bouncy Castle/Inflatable?*	<input type="checkbox"/>	<input type="checkbox"/>
Will you be installing a Marquee?*	<input type="checkbox"/>	<input type="checkbox"/>
Will your event finish later than 8pm?*	<input type="checkbox"/>	<input type="checkbox"/>
If you require Vehicle Access, will the weight be greater than 4.5 tonnes?*	<input type="checkbox"/>	<input type="checkbox"/>
Will you be having any animals – e.g. Pony/ Farm?*	<input type="checkbox"/>	<input type="checkbox"/>
Will you be putting any stakes/pegs into the ground more than 15cm long?*	<input type="checkbox"/>	<input type="checkbox"/>
Will you be consuming alcohol?*	<input type="checkbox"/>	<input type="checkbox"/>
Will you be digging /marking the ground /putting any stakes/pegs into the ground?*	<input type="checkbox"/>	<input type="checkbox"/>

If you have marked "Yes" to any of the above, please provide more information

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# CONDITIONS OF HIRE

## 1 APPLICATIONS/BOOKINGS

- 1.1 The Application for Hire form must be completed, signed and returned to booking agent or the City of Canning within 7 days of receiving approval for your booking.
- 1.2 Confirmation of a casual booking occurs with a deposit of 25% of the hire fee (not including the bond) or full payment if less than \$100 within 7 days of making/receiving approval for the booking.
- 1.3 Bookings for New Years Eve and Easter Sunday cannot be taken before the first working day following the current year's public holiday.

## 2 PAYMENTS

- 2.1 Full payment (**including bond**) by cash, cheque or eftpos must be paid at least 14 days prior to the date of the function. No reminder/account will be sent.
- 2.2 Cheques and money orders are to be made payable to "City of Canning"
- 2.3 Payments can be made in person or by post by sending a cheque or money order.
- 2.4 In the event of a booking being made with less than 14 day's notice, the fee must be paid prior to your booking.
- 2.5 Booking fees may be subject to annual review and may be subject to increases
- 2.6 Only booking applications with a Certificate of Incorporation attached are eligible for the "Community Rate".

## 3 REFUNDS/ CANCELLATIONS

- 3.1 Cancellations made with more than 21 day's notice will be subject to forfeiture of costs incurred by Council
- 3.2 Cancellations made with less than 21 day's notice will be subject to forfeiture of the appropriate deposit applicable plus any costs incurred by the City.
- 3.3 Cancelled bookings: as detailed in Local Law Part IV Division 3, III 4.3.9. A copy of the Local Laws can be provided upon request

## 4 BONDS

- 4.2 The bond is held against the following:
  - Damage to the building or equipment,
  - Loss of key \$85 Inc. GST
  - Failure to secure building/attendance by Security Officer due to breach of conditions \$115 Inc GST
  - Attendance by a City of Canning Environmental Officer due to an excessive noise complaint \$115 Inc GST
  - Additional charges for cleaning, repairs or other expenses incurred by the City.
- 4.3 The hirer is liable for costs incurred in excess of the bond.
- 4.4 Bond refunds will only be refunded to the person or group in whose name the booking was made.
- 4.5 Bond refunds will be made via a direct deposit into a nominated bank account. This will be made within 2 weeks following the booking.

## 5 BOOKING CONDITIONS

- 5.1 Functions must finish by 12 midnight. Packing and cleaning to be concluded and premises vacated by 1am.
- 5.2 The hirer of the venue is responsible for ensuring that the venue is left in a clean and tidy condition. A charge for extra cleaning will be deducted from the bond if necessary.
- 5.3 It is essential that the building be left secure state upon the function finishing. The hirer will be provided with keys to unlock and lock all doors, and instructions for arming the alarm system. The keys are to be returned by the next business day.
- 5.4 Failure to return the key will result in an \$85 Inc. GST charge being deducted from the bond plus any costs incurred in changing locks.
- 5.5 All Council facilities are smoke free environments. Smoking is strictly prohibited inside the facilities.
- 5.6 The hirer must ensure that the number of persons attending the function does not exceed the facility's licensed capacity. Please refer to the notice on the wall inside the building for capacity.
- 5.7 Decorations are permitted with the following restrictions:
  - No sticky tape or Blu-tack is to be stuck to any surface.
  - All decorations must be removed on completion of the function.

## HIRER RESPONSIBILITIES

- 6.1 The hirer is responsible for the behaviour of all people attending the function.
- 6.2 The hirer is responsible for ensuring that no members attending their function enter or use any other area of the facility not booked by the hirer.
- 6.3 The hirer is responsible for ensuring the exit doors are kept closed and unobstructed while the function is underway.
- 6.4 The hirer must ensure the function and playing of music ceases at midnight (1am on New Year's Eve and Easter Sunday) and the hall is vacated by 1am (2am on New Year's Eve and Easter Sunday). All packing up and cleaning must be undertaken in this time.
- 6.5 Hirers are to ensure that steps are taken to minimise noise levels from their use of halls and community centres, including closure of doors and/or windows, reduction of music levels, control of noise whilst entering and leaving carparks.
- 6.6 The hirer is to ensure they are familiar with the location of all equipment required and any operating instructions relating to the equipment – including safety items. Clarification is to be sought from the City or its booking agent prior to collection of keys.
- 6.7 All food/alcohol/rubbish must be removed from the building.
- 6.8 The hirer must take all reasonable precautions to prevent personal injury and property damage
- 6.9 The City of Canning will not accept liability to any damage, theft or loss of items belonging to our the responsibility of the Hirer or their invitees

## **7 CLEANING**

**7.2** The City of Canning accepts no responsibility for any items left on the premises before or after the function.

## **8 SECURITY**

**8.1** The City Of Canning has a 24hr service available for difficulties regarding security whilst on council property.

**8.2** In the event of a security matter please phone 1300 422 644 for assistance.

**8.3** In the event of an emergency the hirer is responsible for ensuring the safe and timely evacuation of all attendees through the facility's emergency exits.

## **9 CONSUMPTION OF LIQUOR**

**9.1** A liquor permit must be obtained from the City of Canning in order to consume alcohol on the premises. (Ensure this box is ticked on the Application for Hire form.) The cost of this is included in the social function hire fee.

**9.2** If you are selling alcohol, or charging a fee which includes the provision of alcohol and other items, an Occasional Permit is required from the Department of Racing, Gaming and Liquor.

**9.3** The consumption of alcohol must remain within the building.

**9.4** Consumption of alcohol in car parks is a breach of these conditions.

## **10 CITY OF CANNING LOCAL LAWS**

**10.1** Local laws applicable can be forwarded if required. Please contact Recreation Services for a copy.

## **11 INDEMNITY AND INSURANCE**

**11.1** The Hirer is liable for all property damage and personal injury or death to third parties arising out of negligent acts or omissions by the Hirer. As such the Hirer shall indemnify the City of Canning against;

(i) Loss of or damage to property of the City of Canning, including existing property;

(ii) Claims by any person against the City of Canning arising out of or as a consequence of the actions of the hirer.

**11.2** Hirers are required to provide evidence of Public Liability insurance with a minimum sum insured of \$10,000,000 which covers the Hirer's activity for the duration of the hire.

**11.3** Casual Hirers will automatically be covered by the City of Canning's Casual Hirer's Liability insurance against claims of negligence or omissions, for third party property damage or third party injury or death, resulting from the Hirer's use of the hired facility. Cover is limited to \$10,000,000 and a \$500 excess applied. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less than 12 times per calendar year

**11.4** The City of Canning's Casual Hirers Liability insurance excludes the following:

(i) Employer's Liability;

(ii) Property in the Casual Hirers physical care, custody or control. This exclusion shall not apply to premises which are hired from the City of Canning;

(iii) Personal injury or property damage arising out of the ownership, maintenance, operation of any registered vehicle, aircraft or watercraft;

(iv) Fines and penalties;

(v) Personal injury or property damage caused by or arising directly or indirectly out of or in connection with assault and battery committed by the Casual Hirer or at the Casual Hirer's direction unless reasonably necessary for the protection of persons or property;

(vi) Liability for loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with an act of terrorism

**11.5** The City of Canning must be notified in writing as soon as possible of every event involving personal injury or property damage, which may result in a claim under this cover.

## **DECLARATION**

I, \_\_\_\_\_ have read and understand the above terms and conditions. I declare that I am over the age of 18. I will ensure that, being the responsible hirer, the terms and conditions are adhered to. Should my use of the facility contravene the terms and conditions, or should my use of the facility cause damage to the facility, I accept that I may be held liable for replacement and repair of said damage. I hereby give permission for any associated costs to be deducted from my bond (if applicable).

Signed:

Date:

## FEES AND CHARGES

<b>CASUAL TRAINING</b>	
Senior Team (per occasion)	30.00
Junior Team (per occasion)	7.50
Casual Sports Match (Per Hour)	20.00
Group Training (Per Hour)	3.60
Canoes (set of six – per day)	67.50
Trailer (per day)	11.00

<b>ERN CLARK ATHLETIC CENTRE</b>	
Long Event	330.00
Short Event	200.00
Price Per Hour (up to two hours)	47.00
Cancellation Fee	57.00
Change of Date (second and subsequent changes)	59.00

<b>OTHER PARK FEES</b>	
Park Inspection	90.00
Floodlights (per tower per occasion)	15.00
Carnivals (non-sport)	365.00
Liquor Permit	40.00
Use of Power	17.00
Commercial Filming	90.00
Failure to secure	115.00

<b>BONDS</b>	
Keys	100.00
Access	300.00
Access with vehicle more than 4.5 tonnes	500.00
Event in excess of 500 people	1000.00

Please return form either in person to the City of Canning, or via email to [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au). If you have any questions regarding the application, please contact (08) 9231 0610.