



# APPLICATION FOR HIRE - PLACES

EVENT NUMBER

TRIM REFERENCE

## APPLICANT DETAILS

(Mr./Mrs./Ms.) Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ P/C: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

NAME OF ORGANISATION (if applicable) \_\_\_\_\_ ABN \_\_\_\_\_

## VENUE DETAILS

DESCRIBE YOUR FUNCTION: \_\_\_\_\_

VENUE: \_\_\_\_\_

DATE(s): \_\_\_\_\_ NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

TIME OF FUNCTION: \_\_\_\_\_ TO \_\_\_\_\_ SET UP TIME: \_\_\_\_\_ TO \_\_\_\_\_

Are you a not for profit organisation? If Yes Please attach <i>Certificate of Incorporation</i>	YES	NO
Do you have a Certificate of Currency for Public Liability Insurance?	YES	NO

## FUNCTION DETAILS

Is this function to celebrate a birthday? If yes, which age? YES \_\_\_\_\_ NO

Is this function a Hen's or Buck's Party? YES \_\_\_\_\_ NO

Will you be charging an entry fee or selling tickets for the event? YES \_\_\_\_\_ NO

Will you be consuming or selling alcohol at this event? SELLING \_\_\_\_\_ CONSUMING \_\_\_\_\_ NO

Will you be providing a meal during the hire of the venue? YES \_\_\_\_\_ NO

## DECLARATION

I acknowledge that I have read and understood the Conditions of Hire and that I am an authorised representative of the organisation named (if applicable) and I am over the age of 18. I assume full responsibility and accept liability should my use of the facility contravene the conditions of hire and/or cause damage to the place. 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) or charged to me.

NAME:

SIGNATURE (digital signatures accepted):

POSITION HELD (if representing an organisation):

DATE:

## CONDITIONS OF HIRE

### 1. APPLICATIONS/BOOKINGS:

- 1.1. A minimum of 7 days' notice is required to accept bookings. The Application for Hire form must be completed, signed and returned to the City of Canning within seven days of receiving approval for your booking.
- 1.2. Bookings for New Year's 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 of hire fee must be made at least 14 days prior to the function. No reminder/account will be sent.
- 2.2. Booking fees may be subject to annual review and are subject to increases.

### 3. REFUNDS/ CANCELLATIONS:

- 3.1. Amendments made with less than 7 days' notice will be subject to the applicable amendment fee.
- 3.2. Cancellations made with less than 7 days' notice will be subject to the applicable cancellation fee.

### 4. BONDS:

- 4.1. A bond is applicable to all casual bookings.
- 4.2. The bond is held against the following; damage to the building or equipment, loss of keys, failure to secure building/attendance by Security Officer due to breach of conditions, attendance by a City of Canning Environmental Officer due to an excessive noise complaint, and 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.

### 5. BOOKING CONDITIONS:

- 5.1. Functions must finish by 12 midnight. Packing and cleaning to be concluded and premises vacated by 1:00am.
- 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 in a secure state upon the function finishing. The hirer will be provided with keys to unlock and lock all doors, and instructions for turning on the alarm system.
- 5.4. The keys are to be returned by the next business day. Failure to return the key will be subject to the applicable key fee per key being deducted from the bond plus any costs incurred in changing locks.
- 5.5. All Council venues are smoke free environments. Smoking is strictly prohibited inside the venues.
- 5.6. The hirer must ensure that the number of persons attending the function does not exceed the venue'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-tac is to be stuck to any surface, no decorations attached to fans, heaters or air conditioners, no confetti or glitter to be used, and all decorations must be removed on completion of the function.

#### ***Special Booking Conditions for "High Risk" Parties***

- 5.8. High risk parties include: 15<sup>th</sup> to 25<sup>th</sup> birthdays, Buck's Nights, Hen's Nights, graduation, sporting group and other parties where the guests are mostly in the 15 – 25 age group.
- 5.9. A minimum of 14 days' notice is required for booking a high-risk event.
- 5.10. The hirer must complete the City of Canning Party Registration Form and meet all conditions prior to the booking being approved. No monies are to be paid prior to approval being granted.
- 5.11. A responsible adult must be present for the entire duration of the function.
- 5.12. The hirer must arrange suitable licensed crowd control agency to be present for the duration of the event.
- 5.13. The hirer agrees to register the event with the WA Police using the Party Registration Form provided.

#### ***Minimum Hire Period***

- 5.14. A minimum period of three hours shall apply to any bookings after 6:00pm in any venue on Friday and Saturday evenings.

#### ***Kitchen Facilities***

- 5.15. The standard booking fee for hire of the venue includes full use of the kitchen.
- 5.16. Please note that kitchens are suitable for reheating food only and are not commercial kitchens.

### 6. 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. The foyer area is to be used as a thoroughfare only.
- 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 venue is vacated by 1am (2am on New Year's Eve and Easter Sunday).
- 6.5. Hirers are to ensure that steps are taken to minimise noise levels from their use of the venue, 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 instructions relating to the equipment (including safety items). Clarification is to be sought from the City prior to collection of keys.
- 6.7. The hirer must take all reasonable precautions to prevent personal injury and property damage.
- 6.8. The City of Canning will not accept liability for any damage, theft or loss of items belonging to or the responsibility of the hirer or their invitees.

- 7. CLEANING:**
- 7.1.** Cleaning instructions will be provided at the time of collecting keys.
- 7.2.** All food/alcohol/rubbish must be removed from the building or disposed of in the bins provided.
- 7.3.** 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 422 664 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 circled 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 *Land Activation* 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.** The Hirer is 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.

## Application submission (use any of the following methods to submit)

### EMAIL DIGITAL FORM

Fill out form digitally and **save this as \*.pdf**. Please attach supporting documents and email to [bookings@canning.wa.gov.au](mailto:bookings@canning.wa.gov.au)

### PRINT, FILL, SCAN and EMAIL

Print and fill in form by hand. Attach supporting documents, scan and email to [bookings@canning.wa.gov.au](mailto:bookings@canning.wa.gov.au)

### PRINT, FILL and POST

Print and fill in form by hand. Attach supporting documents and **mail to:**  
*City of Canning*  
*Active Places Officer*  
*Locked Bag 80*  
*Welshpool WA 6986*