



BOOKING APPLICATION PERSONAL & GROUP TRAINING

EVENT NUMBER

TRIM REFERENCE

APPLICANT DETAILS

Business Name

ABN

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

Surname

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Postal Address

Street Number and Name

Town/ Suburb

State

Post Code

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Contact Number

Email Address

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Do you have Public Liability Insurance?

Yes

No

Are you a registered personal trainer/fitness instructor?

Yes

No

Do you hold a current first aid certificate?

Yes

No

If you have indicated "Yes" for any of the above, please attach a copy of the document with your application.

BOOKING DETAILS

Start Date

End Date

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Please indicate the name of the Space and times you require access

Space	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	:	:	:	:	:	:	:
	to	to	to	to	to	to	to
	:	:	:	:	:	:	:
	:	:	:	:	:	:	:
	to	to	to	to	to	to	to
	:	:	:	:	:	:	:

YES

NO

Will you be marking the ground?

Will you be installing a Marquee?

Will there be more than 40 people present?

Will you be using an amplifier?

Will you be using music?

Do you require vehicle access?

Will you be erecting temporary signage?

DECLARATION

I acknowledge that I have read and understood the Conditions of Hire and that I am an authorised representative of the organisation named in the application and that I am over the age of 18. I assume full responsibility and accept liability should my use of the space contravene these conditions and/or cause damage to the space. I accept that I may be held liable for replacement and repair of said damage.

NAME:

SIGNATURE (digital signatures accepted):

DATE:

CONDITIONS OF HIRE

KEYS

- 1.1 Any keys required for your booking are to be collected from the City of Canning office at 1317 Albany Highway, Cannington before 5pm on the last working day before your booking.
- 1.2 Keys must be returned immediately after your booking. A Failure to secure fee will be charged if a gate or building is left unsecured.

PAYMENTS

- 2.1 Full payment is required at least 14 days prior to the date of the booking. No reminder/account will be sent.
- 2.2 Booking fees are subject to annual review and are subject to increases.
- 2.3 The preferred method of payment of a Bond is by credit card pre-authorisation, paid at the City of Canning at the time of collection of the key.

REFUNDS/CANCELLATIONS

- 3.1 Event changes are subject to Hire Amendment Fee.
- 3.2 Cancellations made with less than 7 days' notice will be subject to the Cancellation Fee.

BONDS

- 4.1 A Bond may be charged for an event and a Bond is held against the following:
Damage to the building or equipment; loss of key (charged per key); failure to secure the place or attendance by Security Officer due to breach of conditions; attendance by an Environmental Officer due to an excessive noise complaint; and additional charges for cleaning, repairs or other expenses incurred by the City.
- 4.2 The hirer is liable for costs incurred in excess of the bond.
- 4.3 Bond refunds will only be made to the person or group in whose name the booking was made.

BOOKING CONDITIONS

- 5.1 Event must finish by 8:00pm unless otherwise arranged with the City.
- 5.2 The space must be left in a clean and tidy condition. A charge for extra cleaning will be made if the space is not cleaned appropriately.
- 5.3 It is essential that the space be left secure on departure. The hirer will be provided with keys to unlock and lock all areas included in the booking. Keys are to be returned by the next business day.
- 5.4 Failure to return the key will result in a key replacement fee being charged.

HIRER RESPONSIBILITIES

- 6.1 The hirer is responsible for the behaviour of all people attending their function, and ensuring that no-one enters any area not booked.
- 6.3 All excess food/alcohol/rubbish must be removed from the space at the conclusion of the booking.
- 6.4 The hirer must take all reasonable precautions to prevent personal injury and property damage.
- 6.5 The City of Canning will not accept liability to any damage, theft or loss of items.

SECURITY

- 7.1 The City of Canning has a 24hr service available for difficulties regarding security whilst on council property. For assistance with security matters call 1300 422 644 for assistance.
- 7.2 In the event of an emergency the hirer is responsible for the safe and timely evacuation of all attendees through the facility's emergency exits.

CONSUMPTION OF LIQUOR

- 8.1 A liquor permit must be obtained in order to consume alcohol on Council land.
- 8.2 If you are selling alcohol, or charging a fee for entry which includes the provision of alcohol, an Occasional Permit is required from the Department of Racing, Gaming and Liquor.

CITY OF CANNING LOCAL LAWS

- 9.1 Local laws applicable can be forwarded if required. Please contact *Active Spaces and Places* for a copy.

INDEMINITY AND INSURANCE

- 10.1 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 and (ii) Claims by any person against the City of Canning arising out of or as a consequence of the actions of the hirer.
- 10.2 The Hirer (other than Casual 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.
- 10.3 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 applies. 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.
- 10.4 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;
 - (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
- 10.5 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.