



APPLICATION FOR HIRE - SPACES

(EVENTS WITH ATTENDANCE <200)

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

Park/ Reserve: _____

Date(s): _____ Time: _____ to: _____ Number of people attending: _____

Type of booking (please circle):
Sports Training Sports Match Sports Carnival Function/Party
Fete/Carnival Non Sport Vehicle Access (Small/Heavy/Other) Other

Reason for vehicle access: _____

Are you a registered sports club using a reserve for casual training? YES NO

Are you a not for profit organisation? YES NO (if "Yes", please attach Certificate of Incorporation).

FUNCTION DETAILS

Will you need to drive a vehicle onto a reserve or park located in the City of Canning?	YES	NO
Will the weight of the vehicle be greater than 4.5 tonnes (requiring a LR license or higher)?	YES	NO
Will you be digging/staking/pegging/drilling etc. into the ground surface?	YES	NO
Will you be marking the ground?	YES	NO
Will you be installing a bouncy castle?	YES	NO
Will your function finish later than 8pm?	YES	NO
Do you require ambulance access to the reserve?	YES	NO
Will you be having any animals (e.g. pony/petting zoo)?	YES	NO
Do you require KEYS to access the space?	YES	NO
Will you be consuming alcohol at this event?	YES	NO
Will you be selling/serving food?	YES	NO
Will an admission be charged?	YES	NO
Do you think you may require additional bins?	YES	NO
Do you require access to any of the council buildings on the reserve or in the park? If yes, please give details:	YES	NO
Do you require the use of the floodlights?	YES	NO
Do you require the use of power?	YES	NO
Will you be putting up any signs?	YES	NO

Will you require City of Canning trees/vegetation/landscaping/infrastructure etc. to be removed? If yes, please give further details:	YES	NO
Do you require portage or access to/from the river bank?	YES	NO
Do you require access for more than one day?	YES	NO
Do you require a permit/approval from another department within the City of Canning for the event or intended works? If you are unsure, please mark YES and we will contact you to confirm.	YES	NO
Do you have a permit/approval for proposed works?	YES	NO

DETAILS

Please describe in detail what you will be doing during the hire of this space. What will be involved? Please include a brief description of what you are planning to do, a description of your organisation (if applicable) and the reason for holding this event/needing access.

Please note:

- 1) Your organisation must supply a copy of its Certificate of Currency for Public Liability Insurance.
- 2) Depending on the nature of your event, you may be required to supply a layout plan.
- 3) Use of any Council facilities is subject to availability.

DECLARATION

I acknowledge that I have read and understood the Conditions of Hire and that I am an authorized 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. 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:

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

PRINT, FILL, SCAN and EMAIL

Print and fill in form by hand. Attach supporting documents, scan and email to 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*

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.