

Casual Hire Application

<input type="checkbox"/> Facility <input type="checkbox"/> Active Park/Sports Ground <input type="checkbox"/> Beach		
Name of applicant (club/organisation if applicable):		
Applicant Contact Details		
Client/Club/Organisation Postal Address:		
Suburb:	Postcode:	
1ST Contact	2ND Contact	
First Name:	First Name:	
Middle Name:	Middle Name:	
Surname:	Surname:	
Home telephone:	Home telephone:	
Work telephone:	Work telephone:	
Mobile:	Mobile:	
Email:	Email:	
Organisation Details		
<input type="checkbox"/> Not for profit <input type="checkbox"/> Commercial		
Would you like to apply for the relevant subsidy as specified in the City's Facility Hire Subsidy policy?	Yes	No
Is your organisation incorporated? (Please provide a copy of your certificate)	Yes	No
Does your organisation have a constitution? (Please provide a copy for our records)	Yes	No
Does your organisation have public liability insurance? (Please provide a copy of your certificate of currency)	Yes	No
Are at least 50% of your members City of Joondalup residents? (To be eligible a copy of your membership records needs to be provided - surname, age and suburb only)	Yes	No
Booking Details		
Location requested:		
No. of people attending		
Date:	Start time:	Finish time:
(Please note: booking time must include all set up and pack down time, as per the Terms & Conditions of Hire.)		
Please list the types of activities/functions to be undertaken:		

Will there be amplified music played during the activity/function?	Yes	No
If yes, please provide details:		
Certain activities may require licensed Crowd Controllers. Please contact the Community Facilities Booking Office on 9400 4268 for further information.		
Name of Crowd Controller company:		
Telephone:		
Number of Crowd Controllers:		

Alcohol and Gaming		
Will alcohol be consumed at the activity/function?	Yes	No
Will alcohol be sold at the activity/function or is it included in the price of the ticket?	Yes	No
Please provide the times during which alcohol will be consumed/sold. From:	To:	
Please provide the name, phone number and email of the person responsible for 'managing' the liquor license:		
Has this person attended Responsible Service of Alcohol training?	Yes	No
Will gaming (eg: bingo, mouse racing, video horse racing) be taking place?	Yes	No
If yes, which gaming activity?		
This information is required for the City to grant a Letter of Authority which is required to support your application for an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor.		

Declaration	
All information provided above is true and correct. I have read, understood and agree to the Terms & Conditions of Hire.	
Name:	Date:
Signature:	

If you have any enquiries regarding the booking please contact the Community Facilities Booking Office on **9400 4268**.

City Buildings, Park, Reserves And Beaches

Terms and Conditions of Hire

Local Government and Public Property Local Law 1999

- The Terms and Conditions of Hire are written in accordance with the Local Government and Public Property Local Law 1999, which is available for viewing on the City's website at joondalup.wa.gov.au

Application

- All applicants must be aged 18 years or over. Proof of age is to be provided on application.
- Approved Hirers granted permission to use facilities cannot transfer the right of use to another person or organisation.
- All bookings are tentative until confirmed in writing by the City.

Hire Fees

- Hire fees are set in accordance with the City's Fees and Charges Schedule and are payable in full 21 days prior to the date of the booking.

Bonds

- A bond is payable at least 21 days prior to the date of the booking.
- The bond may be forfeited if the Terms and Conditions of Hire are not fulfilled.
- The bond will be refunded via cheque within 21 working days of the booking date, provided the facility is left in a satisfactory condition, as determined by the City.
- The bond will be refunded to the person whose name appears on the bond receipt.
- For annual or seasonal hirers, the City will inspect the facility within two weeks of the end of the booking period, to determine whether the facility has been left in a satisfactory condition.

Cancellation of Bookings

- An administration charge of 20% of the total hire fees will apply to bookings that are cancelled up to 14 days prior to the booking date. No refunds will be given to bookings cancelled within 14 days of the booking date.

Hours of Hire

- All set up, including deliveries, and cleaning must be completed within the hours of hire.
- The facility must be cleaned and vacated by 12am, except for Flinders Park Hall and Dorchester Park Hall which must be cleaned and vacated by 11pm.

Keys

- Keys to facilities are available for collection one hour prior to the booking time – entry to the facility must not take place until your scheduled start time.
- The approved hirer's copy of the Booking Details Report must be presented when collecting keys.
- Keys are to be collected and returned to the Craigie Leisure Centre between the following times:
 - Monday to Friday: 5.30am to 9pm
 - Saturday and Sunday: 7am to 5.45pm

- Keys must be returned on the day of the booking, except for evening bookings which must be returned by 9am the following day. If the keys are not returned on time, an additional charge to the hirer may apply.
- Keys must not be copied or passed onto other hirers.
- An additional fee will be charged for the replacement of any lost keys.

Safety

- The approved hirer is responsible for the safety of their guests at all times. In the event of an emergency, the hirer must account for all of their guests.
- The approved hirer is responsible for ensuring adequate first aid is available.
- The maximum capacity of the facility must not be exceeded.
- The approved hirer must take reasonable precautions to prevent unintended guests from attending the function.
- The approved hirer must immediately notify the police if any trouble occurs.

Cleaning and Damage

- The approved hirer is financially responsible for any damage to City property as a result of the booking.
- Repairs are to be carried out only by the City and/or its approved contractors.
- The approved hirer is responsible for leaving City property in a clean condition, including the removal of any rubbish.
- The approved hirer must provide their own cleaning equipment and materials. No detergents are to be used on timber floors.
- The approved hirer must immediately report any maintenance issues to the City on **9400 4268** or to City Watch on **1300 655 860** (after hours service).

Leaving the Facility

- The approved hirer is responsible for ensuring all lights, electrical equipment and air-conditioning/heating is switched off prior to leaving the facility.
- The approved hirer is responsible for ensuring all doors and windows are locked and alarm systems activated prior to leaving the facility.
- The approved hirer is financially responsible for any loss or damage resulting from failure to carry out the above checks.

Insurance

- The approved hirer is responsible for ensuring all relevant insurances required for the booking are obtained.

Alcohol and Gaming

- The approved hirer is responsible for ensuring all Liquor Licences and Gaming Permits required for the booking are obtained. Please contact the Community Bookings Office for further information regarding liquor and gaming licence applications.

Smoking

- Smoking is not permitted inside or within the perimeter (10 metres) of any City buildings or on City beaches.

Noise

- Noise levels must be controlled and monitored at all times to meet the Environmental Protection (Noise) Regulations 1997.
- Live bands and the use of loud musical instruments are not permitted.

Vehicles and Parking

- Parking must be in the designated parking bays and not on grassed areas.
- Vehicles are not permitted on parks or beaches without written authorisation from the City.

General Housekeeping

- Crepe paper must not be used in any facility.
- Blue or yellow tack and cello tape must not be used in any facility.
- Signs, fittings or structures must not be erected in any facility or on any beach or reserve without prior approval from the City.
- Smoke machines and candles must not be used in any facility.

- Confetti or rice/grains must not be thrown inside or outside any facility, or on any beach or reserve. Rose or flower petals are permitted at beaches and reserves.
- Line markings on reserves require approval from the City and must only be made using PVA water based line marking paint.
- Kitchens may be used for re-heating purposes only.
- The approved hirer is responsible for ensuring any electrical equipment used within the facility is in safe working order. Power points and power boards must not be overloaded.

Closing Facilities

- Any City of Joondalup Authorised Officer may close down the facility at any time if the Terms and Conditions of Hire are not complied with.
- The City reserves the right to close any building, beach or park at any time due to urgent maintenance requirements or potential risks. Where possible, an alternative venue or facility will be offered.

Theft

- The City is not liable for the loss/theft or damage of any items belonging to the hirer or guests.

Declaration
I have read, understood and agree to the Terms and Conditions of Hire.
Name:
Date:
Signature: