Recurring Hire of a Facility / Oval Application Form 2019/2020

Applicant Details

This form is an **Application** for recurring bookings for the 2019/2020 financial year.

All reasonable attempts to accommodate seasonal hire booking requests are undertaken, however it is not guaranteed all requests can be met. Applicants will be contacted to find a suitable outcome, where there is a conflict between requests.

The invoice for the hire fees will be forwarded (with relevant bond requirements) once booking details are established. Following receipt of payment, final confirmation of booking will be sent to the stated contact.

If your application is for an event, you are required to complete an **Event Checklist** to determine if you are required to submit an **Event Application**. Event processing and approval can take up to 4 -6 weeks. Your event is not confirmed until acknowledgement has been received in writing and any applicable fees have been paid.

Applicant Name			
Organisation/Club			
Organisation Type *(if applicable)*	☐Govt. ☐NFP ☐NFP Local ☐Business ☐Community ☐School ☐Other		
Address			
Mailing Address			
Email			
Public Liability Insurance	Expiry Date: / / Copy Attached ☐Yes ☐No *(Public Liability Insurance is required for all Incorporated associations, sports clubs, business, school)*		
Title	**Name**	**Telephone**	**Email**
Individual / Private			
President			
Secretary			
Treasurer			

Primary contact for booking

Communication regarding this booking to be sent to the stated contact. The person submitting this application must be 18 years or over.

☐ Individual / Private ☐ President ☐ Secretary ☐ Treasurer

Contact Us

Enquiries
Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person
Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)

www.sjshire.wa.gov.au

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Event *(if applicable)*	**Is this hire for an event?** ☐Yes *(if yes you must complete an Event Checklist)* ☐No				
	What is the event name?				
Type of Function, Event or Activity *(please provide details i.e. 30th)*	☐Sporting ☐Meeting ☐Equine ☐Dance ☐Craft ☐Seminar/Workshop ☐School Activity ☐Other _____				
Age range of participants	☐ 0-15	☐ 16-25	☐ 26-35	☐ 36-50	☐ 50+
No. of participants	_____	_____	_____	_____	_____
No of Horses	*(A $10.00 grounds fee per horse is payable for horse events)*				

Shire Facilities	**Byford**	☐ Byford Hall *(Maximum Occupancy 300)* ☐ Briggs Park Pavilion *(Maximum Occupancy 300)* ☐ Bill Hicks Reserve Hall *(Maximum Occupancy 48)* ☐ Oakford Community Centre *(Maximum Occupancy 100)*
	Jarrahdale	☐ Bruno Gianatti Hall *(Maximum Occupancy 200)* ☐ Jarrahdale Church *(Maximum Occupancy 50)*
	Mundijong	☐ Mundijong Pavilion *(Maximum Occupancy 286)* ☐ Atwell Pavilion ☐ The House
	Oakford	☐ Oakford Community Centre *(Maximum Occupancy 100)*
	Serpentine	☐ Clem Kentish Hall *(Maximum Occupancy 200)* ☐ Eric Senior Pavilion *(Maximum Occupancy 150)* ☐ St John Ambulance Hall *(Maximum Occupancy 50)*
	Ovals/Reserves	☐ Oval _____ ☐ Reserve _____

Some facilities have more than one hireable space, which may have different hourly rates. Please ensure you are clear when stating the space you wish to hire. If in doubt and you require assistance please contact the Bookings and Facility Officer on 9526 1111

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Start Date of Booking		**End Date of Booking**	
Last booking date pre-Christmas (if applicable)		**New Year return date (if applicable)**	
Weekly booking ☐	**Fortnightly booking** ☐	**Monthly booking** ☐	**Other** ☐

Facility/Reserve	**Area required**	**Day**	**Start** am/pm	**Finish** am/pm
Choose an item.	Choose an item.	Choose an item.		
Choose an item.	Choose an item.	Choose an item.		
Choose an item.	Choose an item.	Choose an item.		

Reserve/Oval Lighting Required	☐Yes ☐No	**Start:** am/pm	**Finish:** am/pm
Mundijong Oval	☐ 100 lux	☐ 200 lux	
Briggs Lower Oval	☐ 50 lux	☐ 100 lux	☐ 200 lux	
Briggs Upper Oval	☐ 50 lux	☐ 100 lux	☐ 200 lux	

Keys

Key bonds are applicable per individual key. The bond will be retained by the Shire of Serpentine Jarrahdale for lost or non-return of keys.

Please advise details of all key bearers, key numbers/letters (located on top part of key) and of any changes to key bearer's details.

For seasonal hirers, keys must be returned to the Shire at the end of each season within 2 weeks of your last booking date.

Name	**Position**	**Phone**	**E-mail**	**Key #**

Have you previously hired a Shire facility?	☐ Yes ☐ No
Will your hire include School Holidays?	☐ Yes ☐ No
If your function is a party, is security being organised?	☐ Yes ☐ No

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Will you be using the kitchen facilities? *If yes please state hours kitchen is required* _____	☐ Yes ☐ No
Will you be erecting any structures, such as marquees, bouncy castles? *If yes, please give details* _____	☐ Yes ☐ No
Will you be selling food? *If yes, you will need to complete a Collective Food Vendors Approval*	☐ Yes ☐ No
Will alcohol be consumed? *If yes, please complete the attached Liquor Permit Application. A fee of $21.50 for a Permit to Consume Alcohol will apply.*	☐ Yes ☐ No
Will alcohol be sold? *If yes, a second permit must be obtained from Department of Racing, Gaming & Liquor* ***www.rgl.wa.gov.au***	☐ Yes ☐ No
Copy of Permit for the sale of Liquor is attached.	☐ Yes ☐ No
Do you acknowledge and agree to the below statement? Keys to be collected from the Shire of Serpentine Jarrahdale on the last working day prior to your event. Keys to be returned on the next working day after your event unless prearranged with the Shire of Serpentine Jarrahdale. A $50.00 fee will apply to lost or non-return of keys. Bookings and functions must conclude by the specified times. Functions must conclude by midnight. Cleaning is to be completed prior to vacating the premises within the stipulated booking times. *See also Conditions of Hire*.	☐ Yes ☐ No

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Application for a Permit to Consume Liquor on Shire Property

Important Information

Applicants must be 18 years of age and over.

This application is a request for permission to consume liquor at a Council Facility ONLY. Under no circumstances does it give the hirer authorisation to sell liquor directly or indirectly or charge an entry fee into the function.

Approval to sell liquor must be obtained from the Department of Racing, Gaming & Liquor **http://www.rgl.wa.gov.au**

If approved, the original permit will be forwarded to the applicant. This permit must be ready for inspection at the facility on the date(s) of the scheduled booking.

This application must be submitted a minimum of 14 working days prior to the event.

Applicant Name			
Organisation			
Postal Address			
Telephone	**Mobile:**	**Home:**	**Work:**
Email			
Name and Location of Venue	*(i.e. Briggs Park, Mead St Byford 6122)*		
Type of Function, Event or Activity	*(i.e. Wedding)*		
Function or Event Date		**Expected Number of Attendees**	
Start Time		**Finish Time**	

Conditions

I/We agree and undertake that in the event of this application being approved by Council, the following conditions will be strictly adhered to:

1. Only invited guests or bona fide members of the applicant's group, organisation or club will consume liquor on the premises and no others.
2. Liquor will not be consumed, supplied or made available to any person under the age of 18 years.
3. If it is the intention of the applicant to sell liquor to any person, or exchange for value, either directly or indirectly, a permit must first be obtained from the Department of Racing, Gaming and Liquor.
4. No liquor will be consumed by or supplied to any person to whom a charge has been made, either directly or indirectly, for admission to the facility, unless a permit has been obtained from the Department of Racing Gaming and Liquor.
5. Alcohol consumption is restricted to the premises hired only and is not to be consumed outside these premises. **Consumption on public open space or reserve area is considered illegal**.
6. Consumption of Liquor permits are valid until 12:00pm midnight at which time the function must cease. Cleaning activities may be undertaken until 12:00pm, however all guests must have vacated by midnight.
7. The Hirer must comply with the provision of the Liquor Licensing Act 1988

Signature of Applicant		Date	

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Cleaning Checklist for Facilities

All floors are swept/vacuumed and/or washed including toilet area.	
Any stains on carpet areas cleaned.	
All tables and chairs cleaned if required and chairs stacked.	
All furniture replaced as found.	
All appliances turned off before leaving.	
Stove/oven/fridges to be removed of food and cleaned	
Urn to be emptied.	
Heating/air conditioning/fans turned off.	
Lights are turned off (note: exit lights automatically turn on after dark).	
All rubbish from the function is to be removed.	
All windows must be checked and locked before leaving.	
Blinds to be drawn open at the end of the function.	
All external exits secured and locked before leaving.	
Alarm activated (if applicable).	
Equestrian events - all manure and hay is to be collected and removed from the site and any holes created on the reserve are to be filled in	

After Hours Emergency Contact Number: 9526 1111

All other emergencies: 000

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Conditions of Hire

Please read the following carefully prior to completing your Recurring Hire Application.

Bookings

All bookings must be on the official application form, which must be completed in full. Please refer to the Shire's Schedule of Fees and Charges, which can be found at the following link https://portal.lgsolutions.net.au/Fees/Public/SJS **on our website**.

Applicants must be 18 years or over.

The Shire reserves the right to refuse any booking if it considers that such a booking is not in the best interests of the preservation of the Shires facilities.

Bookings are coordinated on a Financial Year basis, as fees and charges are subject to change annually.
All bookings are subject to the Hirer being responsible for the compliance with legislative requirements including Council Policies, Local Laws and Regulations (see also *Compliance with Legislation and Local Laws*). Maximum occupancy rates are stated on the application form and are to be adhered to.

Use of the facility is for the days, times and activities specified on the booking request and subsequently confirmed by Shire (see also *Confirmation of Booking*).

Hirers who are found to be using the facilities outside of the confirmed booking times and dates will be charged for this use accordingly.

Confirmation of Booking

When the Hirer requests a booking, the Shire will acknowledge the approval or rejection in writing.

The Hirer will be responsible for ensuring the use of the facility/reserve complies with the approved purpose and all other conditions of hire. Any Hirer granted approval to use a Council facility/reserve is at no time permitted to sub-lease or make it available for hire to any other individual or group. Unauthorised use or entry to a facility at any time without written consent from Council may result in legal implications.

Cancellation

All changes and/or cancellations must be submitted in writing to the Shire with receipt of this cancellation to be acknowledged in writing. If a hirer cancels the booking four weeks prior, a full refund is applicable. If a hirer cancels less than four weeks prior, 25% of the original booking fee is to be retained by the Shire and the balance refunded.

Payment

For the booking request to be confirmed by the Shire, full payment of the hire fees must be made. Credit card, cash or cheque (payable to Shire of Serpentine Jarrahdale) options are available. Credit card payments may be made by telephoning 9526 1111 (8.30am to 4.30pm weekdays). Purchase orders may be accepted on prior discussion with Shire. An invoice for the hire fees will be sent upon receipt of the purchase order.

Bond

All bonds must be paid in full prior to the function. Credit card or cash payments are available. We will endeavour to refund the bond within 15 working days from receipt of a Request for Refund application. This will be subject to any keys being returned and an inspection to ensure that the facility has been left in an undamaged, clean and tidy condition. If any additional cleaning or repair, due to damage or replacement of missing/stolen items, is necessary as a result of hiring, then part or whole of the bond will be retained and any costs over and above the bond will be incurred by the Hirer. The Shire will hold the bond until dispute/s (if any should arise) or otherwise have been resolved. The Shire will also issue an invoice for any outstanding costs over and above the bond that has been paid.

Security

The Hirer is responsible for securing the premises and ensuring that all lights and appliances are turned off and all external doors are locked. In the event the Hirer does not properly secure the building (or causes false alarms),

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any costs to recover security call out charges, repair to damaged items or replacement of stolen items will be borne by the Hirer. If security staff are required for any function, the costs of such a service will be borne by the Hirer.

Damage to Building and Equipment

Please ensure that any notable damage is reported to the Shire prior to the commencement of your booking, as it may be deemed to have occurred during the course of your booking. The Hirer is responsible for any damage or loss to the building, equipment or collection that may occur while the facility is under hire, or in the event that the facility is left unsecured by the hirer. This includes, but is not limited to, damage to parking bollards, reticulation, piping, trees, shrubs, outside sporting structures such as tennis nets and football/soccer goals, fences, grass, signs, lighting etc. In the event that the costs to clean/repair any damage exceeds the bond the Shire will invoice the Hirer for the full amount of the repair cost. Payment for any damages to be paid as per tax/invoice due date. See also “Security”.

Personal Items

The Hirer is responsible for insurance of his/her own equipment/items, as the Shire will not be responsible for replacement of this equipment as a result of the equipment being lost, stolen, or broken on Council’s facility.

Room Set Up and Furniture

The Hirer is to return all furniture at the facility to the correct storage area.

Kitchen Facilities and Catering

Hirers using the kitchen must supply their own food, beverages, tea towels, crockery, cutlery and glassware.

Cleaning

It is the responsibility of the Hirer to leave the facility in a clean and tidy condition within the confirmed booking hours. This includes but is not limited to ensuring floors are swept and mopped; benches, stoves, chairs and tables are wiped clean; toilets cleaned and tidied; chairs stacked and tables folded and stored in their original position; all food scraps, rubbish, decorations and equipment are removed.

Hirers to note the Shire does not provide cleaning equipment. Hirers are to provide their own cleaning equipment including mops, buckets and vacuum.

A cleaning checklist is provided at time of booking that can be used as a guide. If cleaning is required as a result of your booking, forfeiture of your bond may occur or an additional fee applied.

Liquor Licence

If alcohol is to be consumed on the premises, an application is to be completed and a Permit to consume Liquor will be issued by the Shire of Serpentine Jarrahdale. If Alcohol is to be sold by the hirer, an application must be made to the Department of Racing, Gaming and Liquor (WA). This must be submitted to the Shire at least fifteen (15) working days prior to the hire date. For further information, the Hirer must contact the Department of Racing, Gaming and Liquor (WA).

Compliance with Legislation and Local Laws

Noise levels must comply with the Environmental Protection (Noise) Regulations 1997 and kept to minimum between 10pm and 7am. The Hirer acknowledges a breach of the Environmental Protection Act 1986 may result in enforcement action by Police or Environmental Health Officers.

Smoking is strictly prohibited in all Shire facilities. Smoking must be restricted to outdoor areas only (not within five (5) metres of any entry/exit) and any discarded butts disposed of appropriately.

All parking is to be in accordance with the relevant by-laws and road rules.

Attendance must not exceed the accommodation capacities determined by the Department of Health. In the event that such numbers are exceeded, the Hirer takes full responsibility for any legal action such as the termination of their function.

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Displays, Signage and Decorations

Drawing pins, nails, screws or adhesive tape and blue tack must not be used to affix decorations. All decorations are to be completely removed after the event. If any items remain, the cost of removal may be deducted from the bond.

Confetti and silly string must not be used in any Shire facility or on Shire reserves. Balloons must be biodegradable and are not to be released from Shire reserves. The releasing of balloons is an act of litter and biodegradable balloons assist in not contributing to litter and environmental impacts. Please remove all balloons from the facility or reserve after your event.

Vehicle Access

No vehicle is authorised to access any facility, oval or public open space area without obtaining prior consent from the Shire.

Tents / Marquees

No tent or marquee is to be erected at any facility, oval or public open space area without obtaining prior written consent from the Shire. No stakes and/or pickets are to be placed into any part of the ground without Shires consent in order not to damage reticulation. Any repair or damage to the Shires reticulation will be at the expense of the Hirer.

Line Marking

Permission is required from the Shire prior to any line marking. All line markings or ovals are the responsibility of the Hirer. A water-based paint must be used. Other materials are prohibited due to toxic effects to both people and the oval. Any costs for repairs to ovals due to the use of incorrect chemical's will be invoiced to the hirer.

Deliveries, Storage and Removal

The facilities have limited available storage space. The Shire will not accept liability for any damage or loss to goods left or stored in the facility prior to, during or after an event.

Prohibitions

The use of smoke machines, dry ice machines and special effects are prohibited at all times. No flammable liquids or other dangerous substances shall be brought to any facility. No live ammunition, gunpowder or fireworks shall be brought to any facility. No candles are to be used.

Activities involving naked flames are not permitted, unless via prior written approval.

Maintenance – Reporting of Issues

As a courtesy to future users of the facility or oval, please report any damage to the facility or equipment that is out of order. If possible please supply photos. The Shire reserves the right to close facilities at any time (with limited notice provided) to conduct maintenance. **After Hours Emergency Contact – 9526 1111**

Insurance

The Shire has Public Liability Insurance which covers not-for-profit and unincorporated casual hirers. All corporations, incorporated bodies and or all Australian Business Number holders such as; seasonal hirers, sports clubs, associations and businesses are expected to have their own Public Liability Insurance.

All Casual Hirers including 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, that exceeds more than 12 times per calendar year must provide their own Public Liability Insurance.

Safety

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All electrical cords, fittings, switches and other electrical appliances used by the Hirer must comply with the appropriate Australian Standards and display a current electrical test tag. Electrical distribution power boards are to be protected by Residual Current Devices (RCD's).

Termination clause

Council may terminate a request for hire should these provisions not be complied with. The hirer shall not be entitled to a refund on any amount paid to the Shire for the hire of the facility property, or any part thereof and the Shire shall not be responsible for any loss or damage, which may have been occurred as a result.

Disclaimer

Hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order at the facility and the immediate surrounds throughout the duration of the hire.

Declaration

It is a condition of booking that all hirers conform to directions issued to them by Shire staff and agree to the conditions of hire. The Shire, its employees, servants and agents, shall not be held responsible for any loss, damage or injury (fatal or otherwise), to property or person.

The After Hours Emergency Contact number listed above should only be contacted for reasons pertinent to the facility. For any emergency such as fire, contact 000 directly.

I,……..being the duly authorised representative of the applicant accept full responsibility for the above booking and will ensure compliance with the relevant Conditions of Hire (including applicable Legislation and Local Laws).

Signature …… Date ……

Shire use only Booking #					
Fees $	Date Received	Receipt No	Bond $	Date Received	Receipt No
Liquor license sighted (if required):			Bond refunded	Date	Receipt No
Confirmation letter sent:					
Date Invoice issued for horse events:					

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