



48 Old Perth Road, Bassendean WA 6054
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INDOOR VENUE HIRE APPLICATION FORM – REGULAR

- Venue to be hired: Alf Faulkner Hall (Mary Crescent, Eden Hill)
 Bassendean Community Hall (48 Old Perth Road, Bassendean)
 Bassendean Learning & Sharing Centre (1 Surrey Street, Bassendean)
 Bassendean Memorial Library (46 Old Perth Road, Bassendean)
 Cyril Jackson Recreation Centre (Cyril Street, Ashfield)

THIS FORM CAN ONLY BE COMPLETED BY THE PERSON WHO WILL BE RESPONSIBLE FOR PAYMENT OF THE ACCOUNT

Name of Hirer _____
Name of Contact Person _____
Street Address _____
Suburb _____ Postcode _____
Phone (home) _____ (work) _____
(mobile) _____ (fax) _____
Email Address _____

Does the Hirer/Club/Group/School have current public liability insurance?

Yes (Please attach a copy of your certificate of currency for public liability cover)
No (Please see Conditions of Hire)

Is the Hirer/Club/Group/School Incorporated?

Yes (Incorporation number _____)
No

Council Approval Required

Will alcohol be consumed at the facility? Yes / No
Will you be selling alcohol at the facility? Yes / No
(If yes, please forward us a copy of your liquor licence 7 days prior to your booking)

Please refer below for chair and table provisions
If you require additional chairs and/or tables you will need to hire them

Indoor Venue Specifications

<i>Centre</i>	<i>Chairs Provided</i>	<i>Tables Provided</i>
Cyril Jackson Recreation Centre - Main Hall	400	35
Cyril Jackson Recreation Centre – Games Dance Room	150	15
Bassendean Community Hall – Main Hall	200	15
Bassendean Community Hall – Committee Room	20	5
Alf Faulkner Hall – Main Hall	150	15
Bassendean Memorial Library – Activity Room 1	20	10
Bassendean Memorial Library – Activity Room 2	15	10
Bassendean Learning & Sharing Centre	40	10

EQUIPMENT REQUIREMENTS

<i>Chairs</i>	<i>Tables</i>	<i>Other</i>

BOOKING DETAILS

Purpose of Hire: _____

Area required (Facility specifications): _____

Dates required: _____

Do you require the facility during school holidays? YES / NO

Do you require the facility during public holidays? YES / NO

Any other dates when the facility is not required? YES / NO

If so please list,

Conditions for the Regular Use of Town of Bassendean Facilities

Application Process

1. Hirers must apply for the booking of facilities through the Town of Bassendean by completing the prescribed application form (noting the conditions of use). The Town of Bassendean will presume acceptance of the hire conditions stipulated on the form upon receipt of a signed form from the hirer.
2. Regular hirers of facilities will be invoiced prior to the start of each quarter, unless otherwise arranged with the Town of Bassendean. In the event that any fees are outstanding from previous or current periods, the Town will arrange to recoup the fees from bonds held or take any other action that is considered necessary. Non-payment of fees will jeopardize facility allocations in the future.
3. Regular hirers shall arrange to collect a key for the facility from the Town of Bassendean several days before the first booking, and return the key immediately following the last booking. The hirer will be liable to reimburse the Town of Bassendean for loss or damage caused to the key. A \$50 key bond will apply, except for the Bassendean Memorial Library where a bond of \$150 will apply.
4. The Town reserves the right to refuse an application or to cancel a confirmed booking if in its opinion the hirer or the activity contravenes the vision and values of the Town or does not comply with the Conditions of Hire and Use.

Working with Children Legislation

5. The hirer is responsible to comply with the Working with Children legislation. The Town reserves the right to refuse an application that doesn't comply with the policy.

Risk Management/Insurance

6. Risk Management - The "golden rule" is that hirers have a duty of care to ensure they take all reasonable steps to provide a safe event or activity for the participants at the booked facility.
7. Public Liability Insurance - The Town of Bassendean has arranged a "Casual Hirer's Liability Policy", which is designed to provide public liability insurance coverage for casual hirers of facilities owned by the Town of Bassendean. Hirers should note that this coverage is only provided for individuals or groups that are not incorporated and who utilise Town of Bassendean facilities on a one-off / occasional basis (up to ten times a year). Hirers should also note that they are not covered under this policy if they hire a facility for use on a regular basis (more than ten times a year) or if the hirer is an incorporated group, sporting club or association. Such hirers shall be responsible for arranging their own insurance coverage.
8. Clubs must provide the Town of Bassendean with a certificate of currency with this booking form.
9. Hold Harmless Clause - the hirer agrees to hold the Town of Bassendean harmless for any liability or loss to any person, equipment or property, if it arises during the hire period.

General housekeeping/Behaviour

10. Hired areas must be left clean and secure by the hirer at the conclusion of the activity. All rubbish, food scraps and decorations must be removed from the premises; the kitchen must be left clean; floors to be swept and mopped; tables and chairs to be wiped clean and returned to store; all doors must be locked and lights turned off on departure.
11. Any damage caused to the facility will be at the expense of the hirer.
12. Any equipment brought into the facility must be removed immediately following the hire period. Hirers may not store equipment at facilities with out express permission from Town of Bassendean. All equipment stored at the centre is done so at the hirers' own risk.
13. The floors, walls, or any other part of the building, or any fitting or furniture shall not be broken, pierced by nails or screws or in any such manner or in any other way damaged. No fittings shall be erected in the building. All decorations must be removed immediately after the function.
14. The hirer will be liable to reimburse the Town of Bassendean for loss or damage caused to the facility. A hall bond will apply in accordance with the current Schedule of Fees and Charges.
15. The Town of Bassendean instructs a non-smoking policy within its facilities.
16. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirer's responsibility to provide additional bins or have rubbish removed from a ground/venue if a function or activity generates an excessive amount of rubbish. Glass containers (including stubbies) must be removed totally from the ground/venue and not placed in the bins provided at the facility.
17. Non-observance of any Town of Bassendean conditions and Council By-laws may result in immediate reconsideration of usage rights and may jeopardize future use of TOB facilities.
18. Hirers shall not charge an entry fee for the facility unless approved by the Town of Bassendean.

Liquor licence/consumption

19. The hirer of any facility must comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code or any other relevant Act in force.
20. Consumption of liquor on local government property - Hirers must request a liquor permit from the Town of Bassendean for any consumption of liquor during the hire period.
21. Sale of liquor - If liquor is to be sold, the hirer must first obtain a function permit from the Licensing Court in accordance with Section 43 of the Liquor Act, 1970. A copy of this permit must be sent to the Town of Bassendean a minimum of 7 days before the date of the hire.
22. It is the responsibility of the hirer to inform the caterers of all the conditions of hire that apply.

Music/Sound

23. The Town of Bassendean has licensed this facility with APRA for the playing of recorded music at no cost to the public. However, hirers who use recorded music for financial gain must obtain a license.
24. Hirers must be mindful of residents, as any complaints received could jeopardize future applications.
25. The hirer shall give a minimum of 28 days written notice to the Town of Bassendean for cancellation of any booking. If this doesn't occur the hirer will still be liable to pay the hire fee or part thereof.

Acceptance of Conditions

I have read and understand the above conditions and am authorised to accept them on behalf of the hirer / club / group / school named previously.

NAME OF APPLICANT: _____ SIGNATURE OF APPLICANT: _____ DATE: _____