



STAN MOSES PAVILION MANAGEMENT GROUP  
 Please send back to:  
 Stan Moses Pavilion Management Group  
 PO Box 268, Bassendean, WA, 6054.  
 Booking Enquiries—Garry Lovelock 9279 9217 Mob 0417 901 360  
 (Stan Moses Pavilion is located at Jubilee Reserve in Eden Hill)

<u>Office Use Only</u>
Booked on LOGIS
<input type="radio"/>
Booking Confirmed
<input type="radio"/>
Hirer Invoiced

### Application for the Hire of TOB Facility – Casual Use

*To assist in the assessment of your application, please ensure you print clearly, complete all details and provide any attachments requested – Thank you.*

<b>NAME OF HIRER / CLUB / GROUP / SCHOOL:</b>	
---	--

<b>POSTAL ADDRESS (For Invoices):</b>		<b>PHYSICAL ADDRESS:</b>	
Suburb		Suburb	
Postcode		Postcode	

<b>CONTACT PERSON: (Must be over 18yrs)</b>	Mr <input type="radio"/>	Given Name	
	Mrs <input type="radio"/>	Surname	
	Ms <input type="radio"/>	Position Held	
		Proof of Identity (Driver's License No.)	

<b>CONTACT NUMBERS</b>	Work Phone		Fax	
	Home Phone		Mobile	
	E-mail			

<b>IS THE HIRER / CLUB / GROUP / SCHOOL REGISTERED FOR THE GST?</b> YES <input type="radio"/> NO <input type="radio"/>	<b>DOES THE HIRER / CLUB / GROUP / SCHOOL HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?</b> YES <input type="radio"/> ABN is: _____ NO <input type="radio"/>
--	--

<b>IS THE HIRER / CLUB / GROUP / SCHOOL INCORPORATED?</b> YES <input type="radio"/> Incorporation number on top of incorporation certificate is: _____ NO <input type="radio"/>	<b>DOES THE HIRER / CLUB / GROUP / SCHOOL HAVE CURRENT PUBLIC LIABILITY INSURANCE?</b> YES <input type="radio"/> [Please attach a copy of your certificate of currency for public liability cover] NO <input type="radio"/> (See conditions of hire)
---	--



STAN MOSES PAVILION MANAGEMENT GROUP  
 Please send back to:  
 Stan Moses Pavilion Management Group  
 PO Box 268, Bassendean, WA, 6054.  
 Booking Enquiries – Garry Lovelock 9279 9217 Mob 0417 901 360  
 (Stan Moses Pavilion is located at Jubilee Reserve in Eden Hill)

**PURPOSE OF HIRE AND BOOKING TIMES REQUIRED:**

PURPOSE OF HIRE (i.e. Type of activity): \_\_\_\_\_

TYPE OF ENTERTAINMENT (i.e. DJ, Band, Jukebox): \_\_\_\_\_

SECTION OF FACILITY AND EQUIPMENT REQUIRED (Please tick):

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Main Hall   | <input type="checkbox"/> Tables      |
| <input type="checkbox"/> Creche room | <input type="checkbox"/> Chairs      |
| <input type="checkbox"/> Kitchen     | <input type="checkbox"/> Other _____ |

DATE REQUIRED: \_\_\_\_\_

SET UP TIME (Specify am/pm): \_\_\_\_\_

EVENT START TIME (Specify am/pm): \_\_\_\_\_

EVENT FINISH TIME (Specify am/pm – Max. is 12 midnight): \_\_\_\_\_

CLEANUP FINISH TIME (Specify am/pm): \_\_\_\_\_

APPROXIMATE NUMBER OF USERS: Children (under 18yrs) \_\_\_\_\_ Adults \_\_\_\_\_

**APPROVAL REQUIRED (Please circle):  
 WILL ALCOHOL BE SOLD AT THE CENTRE:  
 YES / NO**

**WILL THERE BE ANY CONSUMPTION OF ALCOHOL AT THE FACILITY?  
 YES / NO**

**IMPORTANT**

- **PLEASE READ THE CONDITIONS OF USE ON NEXT PAGE AND SIGN.**
- **THIS BOOKING FORM MUST BE RETURNED TO THE STAN MOSES MANAGEMENT GROUP AT LEAST TWO WEEKS BEFORE THE DATE OF THE REQUESTED BOOKING.**

<b>Office Use Only</b>	
Set up charge:	\$ _____
Function charge	\$ _____
Pack up charge:	\$ _____
Liquor Permit charge:	\$ _____
Sub total hire charge:	\$ _____
Plus Key Bond charge:	\$ _____
Plus Hall Bond charge:	\$ _____
* Please note that the bond refund will be made by cheque and posted to the nominated hirer.	
Total hire charges:	\$ _____



STAN MOSES PAVILION MANAGEMENT GROUP

Please send back to:

Stan Moses Pavilion Management Group

PO Box 268, Bassendean, WA, 6054.

Booking Enquiries – Garry Lovelock 9279 9217 Mob 0417 901 360

(Stan Moses Pavilion is located at Jubilee Reserve in Eden Hill)

Conditions for the Casual Use of Stan Moses Pavilion Facilities

1. Hirers must apply for the booking of facilities through the Stan Moses Management Group by completing the prescribed application form (noting the conditions of use). The Stan Moses Management Group will presume acceptance of the hire conditions stipulated on the form upon receipt of a signed form from the hirer. The Stan Moses Pavilion Management Group has the right to approve or reject any application.
2. 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.
3. Public Liability Insurance - The Stan Moses Pavilion Management Group 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 Stan Moses Pavilion Management Group. Hirers should note that this coverage is only provided for individuals or groups that are not incorporated and who utilise Stan Moses Pavilion Management Group 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.
4. Clubs must provide the Stan Moses Pavilion Management Group with a certificate of currency with this booking form.
5. Hold Harmless Clause - the hirer agrees to hold the Stan Moses Pavilion Management Group harmless for any liability or loss to any person, equipment or property, if it arises during the hire period.
6. 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. **If decorations are attached to the ceiling they are not to be attached to the ceiling panel only to the metal surrounds. All decorations must be COMPLETELY removed afterwards for a FULL BOND REFUND.**
7. Any damage caused to the facility will be at the expense of the hirer.
8. Any equipment brought into the facility must be removed immediately following the hire period.
9. 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.
10. Hirers shall not charge an entry fee for the facility unless approved by the Stan Moses Pavilion Management Group.
11. 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.
12. Consumption of liquor on local government property - Hirers must request a liquor permit from the Stan Moses Pavilion Management Group for any consumption of liquor during the hire period.
13. 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 Stan Moses Pavilion Management Group a minimum of 7 days before the date of the hire.
14. It is the responsibility of the hirer to inform the caterers of all the conditions of hire that apply.
15. The hirer must comply with all Council By-Laws, including cleaning up all litter at the facility after use.
16. Casual hirers of facilities must pay at the time of the booking to secure their booking. Payment can be made in person at the Stan Moses Pavilion Management Group at 48 Old Perth Road, Bassendean; or posted and made payable to the "Stan Moses Pavilion Management Group", PO Box 87, Bassendean, WA, 6934.
17. The hirer will be liable to reimburse the Stan Moses Pavilion Management Group for loss or damage caused to the facility. A hall bond will apply in accordance with the current Schedule of Fees and Charges.
18. Casual hirers shall arrange to collect a key for the facility from the Stan Moses Pavilion Management Group admin building several days before the booking, and return the key immediately following the booking. The hirer will be liable to reimburse the Stan Moses Pavilion Management Group for loss or damage caused to the key. A \$20 key bond will apply.
19. The Stan Moses Pavilion Management Group 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.
20. Hirers must be mindful of residents, as any complaints received could jeopardize future applications.
21. The hirer shall give a minimum of 28 days written notice to the Stan Moses Pavilion Management Group for cancellation of any booking. If this doesn't occur the hirer will still be liable to pay the hire fee or part thereof.
22. Non-observance of any Stan Moses Pavilion Management Group conditions and Council By-laws may result in immediate reconsideration of usage rights and may jeopardize future use of TOB facilities.
23. The Stan Moses Pavilion Management Group instructs a non-smoking policy within its facilities.



STAN MOSES PAVILION MANAGEMENT GROUP

Please send back to:

Stan Moses Pavilion Management Group

PO Box 268, Bassendean, WA, 6054.

Booking Enquiries – Garry Lovelock 9279 9217 Mob 0417 901 360

(Stan Moses Pavilion is located at Jubilee Reserve in Eden Hill)

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: \_\_\_\_\_

**Risk Management Plan**

**PLANNING THE FUNCTION AND / OR UPON ARRIVAL AT THE FACILITY**

1. Take note of the location of any (pay) telephone within the centre or nearby outside of the centre, exits, Fire Alarms, and potential (safe) outdoor assembly area. (Please advise the Council if the public telephone is not working where one is available or if any exits, exit signage is faulty.)
2. Try to note how many persons are under your supervision or in attendance at the facility.

**EMERGENCY PROCEDURES - IN CASE OF FIRE / EXPLOSION**

1. Activate Alarm (if fitted) Where there is no automatic alarm fitted in the centre, the hirer will be required to initiate an evacuation by the use of loud, clear voice commands.
2. Ensure the safety of people; attend to injured persons, where practicable.
3. Evacuate building by nearest exit.
4. **Telephone: 000 - ask for the service required >> fire/ police/ ambulance.**

a. Be prepared to give the following details:

- **Location – Jubilee Reserve**
- **Nearest main intersection –Robinson Rd and May Rd**

5. Attempt to fight the fire with the appropriate fire extinguisher if it is safe to do so and the **operator is trained and competent** in its use.

**NB: AS A CONDITION OF HIRE, ALL FIRES MUST BE REPORTED TO THE COUNCIL.**

6. Assemble outdoors at a predetermined safe Assembly Point (Note avoid car park accessways, move away from any structures, avoid powerlines or known utility services locations such as gas and water mains).
  - a. Conduct a head count (i.e. try to account for everyone)
  - b. Do not re-enter the building or its immediate vicinity.
7. For all emergencies contact the Ranger service (i.e. after appropriate Emergency Services have been called)

**Duty Rangers (24 hours) Ph: 9377 7480**

**IN CASE OF EARTHQUAKE OR SEVERE STORM (CYCLONE):**

- Stay indoors.
- Take shelter - under tables, doorways, etc.
- Stay away from windows, overhead fittings etc.
- Wait for instructions from responding Emergency Services

**FIRST AID RESOURCES**

- Please note that it is the responsibility of the hirer to provide First Aid resources.

**REPORTING OF DAMAGE / FIRES ETC**



STAN MOSES PAVILION MANAGEMENT GROUP

Please send back to:

Stan Moses Pavilion Management Group

PO Box 268, Bassendean, WA, 6054.

Booking Enquiries – Garry Lovelock 9279 9217 Mob 0417 901 360

(Stan Moses Pavilion is located at Jubilee Reserve in Eden Hill)

- 
- As a courtesy to the future users of the facility, please report to **Leisure Services 9377 8020**, any damage to the building and its fixtures or where Council supplied equipment/ facilities were not serviceable. This includes fires of any kind.