



## RESERVE HIRE APPLICATION - CASUAL

### APPLICANT

Name of Hirer .....

Contact Person .....

Postal Address .....

Suburb ..... Postcode .....

Phone (H) ..... (M) .....

Email Address .....

Does the hirer meet the following criteria? *(If so please provide copy of Certificates)*

- Not for Profit
- Incorporation
- Senior Citizen Association

### RESERVE TO BE HIRED

- Ashfield Reserve** (Guildford Road, Ashfield)  
Section .....
- Jubilee Reserve** (Robinson Road, Eden Hill)  
Section .....
- Point Reserve** (North Road, Bassendean)  
Section .....
- Sandy Beach Reserve** (West Road, Bassendean)  
Section .....
- Steel Blue Oval** (Cnr Guildford Road & West Road, Bassendean)  
Section .....
- Other**  
Reserve .....
- Section .....



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### **BOOKING DETAILS**

- Time of hire must include set up and pack up time
- Hire fees and bonds are not finalised until confirmation of booking is received in writing by hirer
- Any changes to your booking must be made in writing

Day/Date .....

Start Time ..... Finish Time .....

Purpose of Booking .....

Attendance Numbers Adults: ..... Children: .....

Type of Entertainment .....  
(Bouncy castles, petting zoos etc)

Temporary structures you intend to use .....  
(Marquees, stage, lighting, speakers, seating etc)

Specialist equipment and/or facility you intend to use .....  
(PA system, generator, change rooms, lights etc)

Do you require vehicle access to the reserve? Yes  No

Do you require access to power if available? Yes  No

### **LIQUOR CONSUMPTION – Council Approval Required**

Will alcohol be consumed at the reserve for this event? Yes  No   
*(If yes, a \$15.00 liquor permit fee applies)*

Will you be selling alcohol at the reserve for this event? Yes  No   
*(If yes, an application will need to be made to the Department of Racing, Gaming and Liquor. A copy of your liquor licence is to be forwarded to the Town of Bassendean 7 days prior to your booking)*

### **FOOD**

Do you intend to sell food? Yes  No

If yes, please provide details.....

### **PUBLIC LIABILITY INSURANCE**

Does the Hirer have current public liability insurance?

Yes (Please attach a copy of your certificate of currency for public liability cover)

Value \$.....

No (Please see Conditions of Hire)



## RESERVE HIRE APPLICATION - CASUAL

### TERMS AND CONDITIONS OF HIRE

#### Basis of Hire and Use

1. The hirer may only use the reserve for the purposes shown on the completed reserve hire application form. Only the specific reserve(s) booked may be used and only for the day(s) and times(s) confirmed. Hire times must also include all setup and pack up/clean up required in the period booked. The reserve must be vacated by the time stated on the confirmation letter.
2. Hirers must apply for the booking of a Town of Bassendean reserve by completing the relevant application form, noting the terms and conditions of use. Upon receipt by the Town of Bassendean, a signed form by the hirer indicates acceptance of the terms and conditions of hire.
3. All applications for standard bookings must be submitted **10 working days prior** to the function however if the function is considered to be a '**public event**' (see section 48) the application must be received by the Town at least **12 weeks prior** to the date of the event.
4. Please note that during the Christmas / New Year period the Town of Bassendean office opening hours change. It is the responsibility of the hirer to be aware of the opening hours.
5. Anti-social behaviour will not be tolerated.

#### Payment of Hire Fees & Bond

6. Payment of casual hire must be made no later than 2 working days prior to the booking date. Please ensure you bring/attach a copy of your confirmation letter, as this will be required to process your payment.  
Payment can be made by the following methods
  - In Person before 4:00pm at the Town of Bassendean Customer Service Centre – 35 Old Perth Road, Bassendean.
  - By Cheque made payable to the 'Town of Bassendean' and posted to PO Box 87, Bassendean, WA, 6934
  - By Credit Card over the phone, please call 9377 8000
7. Reserve & Key Bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges.
8. The Town will not issue invoices for casual hire of its reserves unless the total hire fee is above \$100.00. A tax receipt can be issued as required.
9. As the Town cannot invoice into a trust account we are unable to provide an invoice for bonds.

#### Key Collection

10. Casual hirers who request the use of facilities at reserves (i.e. change rooms, club rooms, lights) shall arrange to collect a key from our Customer Service Office – 35 Old Perth Road, Bassendean between the hours of 9:00am – 4:00pm. Please ensure you bring a copy of your confirmation letter and receipt, these will be required for the issue of the key.  
Key collection is as follows and a \$50 casual key bond will apply.
  - Weekday bookings between business hours – key to be collected and returned on the same day.
  - Weekday booking after business hours – key to be collected on the day if booking taking place in the evening or if commencing early morning prior to opening hours the key can be picked up the day before.
  - Weekend Bookings – key to be collected on the Friday before 3:00pm and returned to either our after-hours key box or the next business day.

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### **Refund of Bond**

11. The bond will be refunded within 10 working days of refund authorisation. The hirer will be required to complete a bond refund form and submit to the Town of Bassendean for processing.
12. Bond deductions will occur as a result of
  - Damage to the hired reserve and/or surrounds (turf or reticulation damage)
  - Damage to the hired reserve facility (public toilets, club rooms, change rooms)
  - Additional clean-up costs/litter removal
  - Loss or damage caused to the key

In the first instance funds will be withheld from bonds paid to cover costs for loss or damage caused at the reserve and/or facility. If the loss or damage totals more than the bonds held the hirer will be liable to reimburse the Town of Bassendean for the full amount of works or key replacement. The work will be undertaken by the Town immediately, pending review. In the event of any disputes they will be handled as per the Town's complaints process.

### **Increase of Hire Fees**

13. Hire fees are set annually in June and come into effect in July, subject to the endorsement of Council.

### **Cancellation of Bookings**

14. The hirer shall give a minimum of 10 working 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.
15. The Town reserves the right to refuse an application or to cancel a confirmed booking if in its opinion the action is deemed appropriate.
16. The Town may need to cancel or re-schedule a confirmed booking if the hired reserve is required for Council purposes, which could include but not limited to Public Events and Reserve Maintenance. In these instances the Town will endeavour to ensure the hirer is given at least 10 days notification and will make every effort to re-locate your booking to an alternative reserve but if unable to do so the hirer will receive a refund of the cancelled booking.
17. In the event of a local, state or national emergency, Council reserves the right to cancel any booking, potentially without any notice. Any officer representing the Town of Bassendean, the Police or Emergency Services and entering the reserve with the intent to secure the reserve for use in a local emergency will have the power to request that you vacate the premises immediately. Hirers will receive a full refund for the cancelled booking.

### **Risk Management/Insurance**

18. Risk Management - 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 reserve.
19. 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.
20. Public Liability Insurance – Casual hirers of reserves owned by the Town will automatically be covered by the Town of Bassendean's Casual Hirers Public Liability Insurance Policy. Hirers should note that this coverage is only provided for individuals or groups that are not incorporated and who utilise Town of Bassendean reserves on a one-off/occasional basis (up to twelve times a year) Hirers should also note that they are not covered under this policy if they hire a reserve for use on a regular basis (more than twelve 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.



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### **General housekeeping / other obligations**

21. Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of the this will be charged for reinstatement costs and/or repairs.
22. Pointed objects are not to be driven into the surface of any reserve unless approved in writing by the Town of Bassendean, e.g. erection of star pickets, tent pegs, etc.
23. In the case of pegs being used to secure nets, marquees and other approved items, pegs must be **PLASTIC**. All pegs must be removed when fixture/event complete, any costs resulting from damage caused by plastic/steel pegs will be payable by the hirer.
24. Reserves shall only be marked with materials approved by the Town of Bassendean. Lime, creosote, herbicide or sump oil is not to be used under any circumstances for marking reserves, and hirers will be liable for any damage caused by using incorrect materials.
25. The use of confetti or similar materials is not allowed.
26. No parking of vehicles on the reserve except in areas allocated for that purpose.
27. 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.
28. The hirer is responsible to lock and secure the Town's facilities at the reserve after use (including car park gates).
29. Hirers shall not charge an entry fee at the reserve unless approved by the Town of Bassendean.
30. 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 reserves.
31. Hired areas must be left clean and secure by the hirer at the conclusion of the activity.
32. Any damage caused to the reserve will be at the expense of the hirer.
33. Additional conditions for Steel Blue Oval
  - a) Hirers of the oval shall be responsible for supplying their own equipment relating to the use of the ground and not burden the Swan Districts Football Club with equipment requests.
  - b) Hirers of the oval using the Bill Walker Stand change rooms must ensure all litter and other rubbish is picked up and placed in a mobile garbage bin at the oval.

### **Equipment and Electrical**

34. Any equipment brought onto the reserve must be removed immediately following the hire period. Any equipment left at the reserve is done so at the hirers' own risk.
35. All electrical equipment brought onto the reserve must be in a safe, working condition, tested and tagged by a licensed electrician to ensure electrical compliance.
36. Bouncy castles, amusement rides, petting zoos etc can only be erected at the reserve with express permission by the Town of Bassendean.

### **Smoking**

37. The Town of Bassendean instructs a no-smoking policy at its reserves. It is the responsibility of the hirer to ensure this condition is enforced.

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### **Liquor licence/Consumption**

38. The hirer of any reserve must comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code or any other relevant Act in force.
39. No person under the age of 18 years is to consume alcohol at any time on any of the Town of Bassendean reserves.
40. Consumption of liquor on local government property - Hirers must request a liquor permit (\$15.00) from the Town of Bassendean to be able to consume liquor during the hire period.
41. Sale of liquor - If liquor is to be sold, the hirer must first obtain the relevant permit from the Department of Racing, Gaming & Liquor in accordance with Section 43 of the Liquor Act, 1970. A copy of this permit must be supplied to the Town of Bassendean a minimum of 7 days prior to the date of hire.
42. If the booking is a BYO function, the hirer is solely accountable for the responsible service of alcohol and must provide non-alcoholic and low alcohol products as well as ensuring food is available. In addition the hirer should ensure the appropriate behaviour of guests during the booking and consider the safe transport of guests at the conclusion of the booking.
43. It is the responsibility of the hirer to inform the caterers of all the conditions of hire that apply.

### **Burning and Barbecues**

44. The Town of Bassendean prohibits all burning within its district at all times.
45. The use of solid fuel barbecues or similar appliances for the purpose of cooking or heating are prohibited at all times.
46. The use of gas / electric / solar barbecues or similar appliances for the purpose of cooking or heating are permitted. Open flame barbecues are not permitted to be used without a permit from Ranger Services.

### **First Aid**

47. The hirer must provide all first aid equipment and supplies required during the booking. No first aid equipment or supplies are located at the reserve.

### **Public Events**

48. I.e. if your event meets certain criteria you will be required to complete a public event form, which may be subject to additional Health related fees and charges.

### **Music/Sound**

49. Hirers must be mindful of residents, as any complaints received could jeopardize future applications.
50. The hirer shall control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times, to this regard, ensure music/crowd noise is not audible at the boundary.

### **Working with Children Legislation**

51. 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. A copy is to be provided with booking application.



48 Old Perth Road, Bassendean WA 6054  
PO Box 87, Bassendean WA 6934  
Tel: (08) 9377 8000 Fax: (08) 92794257  
Email: mail@bassendean.wa.gov.au  
Website: www.bassendean.wa.gov.au

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### Emergencies

52. In the case of any emergencies (reticulation, plumbing, electricity) the hirer is to contact the town on phone numbers provided below.

For major emergencies please call 000 in the first instance.

9377 7480 - Ranger Services (7am - 9pm or 7am – 7pm for the months of May, June, July & August)

0407 440 677 - Manager Recreation and Culture

0488 902 804 - Recreation Development Officer

*I declare the information provided in this application form is true and correct, to the best of my knowledge and belief and I have made this application knowing that if it is tendered in evidence I will be guilty of a crime if I have wilfully included anything in it which I know to be false or do not believe to be true.*

### **Acceptance of Conditions**

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

NAME OF APPLICANT: .....

SIGNATURE OF APPLICANT: .....

DATE: ..... / ..... / .....

Written advice will be provided once your booking has been confirmed. Please note that submitting this application does not secure a booking.