

## COMMUNITY FACILITY 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

### **FACILITY TO BE HIRED**

- Alf Faulkner Hall** (Mary Crescent, Eden Hill)

Chairs Provided 150	Tables Provided 20	Maximum Capacity 189
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- Bassendean Community Hall – Main Hall** (48 Old Perth Road, Bassendean)

Chairs Provided 175	Tables Provided 15	Maximum Capacity 228
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- Bassendean Community Hall – Committee Room (Lesser Hall)** (48 Old Perth Road, Bassendean)

Chairs Provided 20	Tables Provided 7	Maximum Capacity 30
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- Bassendean Memorial Library – Meeting Room 1** (46 Old Perth Road, Bassendean)  
- Projector & Screen Available

Chairs Provided 30	Tables Provided 4	Maximum Capacity 28
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- Bassendean Memorial Library – Meeting Room 2** (46 Old Perth Road, Bassendean)

Chairs Provided 20	Tables Provided 2	Maximum Capacity 28
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- Bassendean Senior Citizens and Community Centre** (50 Old Perth Road, Bassendean)

Chairs Provided 150	Tables Provided 10	Maximum Capacity 156
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#### **Maximum Capacity**

It is an offence under Health Act 1911 to exceed the maximum capacity stipulated on the certificate of approval. If the maximum capacity is exceeded the Town will not take any responsibility for the safety of patrons.



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### **BOOKING DETAILS**

Day/Date .....

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

**(Times of hire must allow for set-up and pack up time. All facilities have a closing time of midnight.)**

A) Please provide detailed purpose of booking

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B) Will the nature of your booking and/or the persons attending potentially pose any risk to Town of Bassendean property and/or the safety & wellbeing to Town of Bassendean employees or other persons located at the facility?

Yes  No

C) If yes, please provide Service Disclosure Statements/Risk Management Plans etc. with your application.

Please complete below if further casual bookings are required

Day / Date	Start Time	Finish Time

### **ATTENDANCE NUMBERS**

Number of persons/participants attending .....

Age range of attendees/participants?

0 – 15    16 – 25    26 -35    36 – 50    51 – 65    66+

### **EQUIPMENT / ENTERTAINMENT**

Specialist equipment you intend to use .....

Type of Entertainment .....

### **HIRE CATEGORY**

- General Use (I.e. Community meetings, free workshops or educational purposes with no charge for attendees)
- Social Function
- Commercial (Using the Town’s facilities for financial gain)

If commercial, please advise the fee you charge participants \$.....

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

Will alcohol be consumed at the facility for this event?                      Yes     No

*(If yes, a \$15.00 liquor permit fee applies)*

Will you be selling alcohol at the facility 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)*



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### **FOOD**

Are you providing food? Yes  No

If yes, will food be sold or provided free of charge? Sold  Free of Charge

*If selling food, the Town of Bassendean Health Services will require the hirer to complete a Temporary Food Business Permit Application.*

Please provide a brief description of the type of food (E.g. Sausage sizzle, finger food, cakes, buffet etc)

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*In 2018, Council resolved to ban single use plastics within the Town of Bassendean. The Town recognises the negative impact single use plastics has on our environment and is committed to reducing the amount of single use plastics used in the Town. We encourage our hirers to assist us in our endeavour by using alternatives to single use plastics such as reusable and washable items, paper and cardboard, wooden or compostable single use items.*

### **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 of Cover .....

No (Please see Terms and Conditions of Hire)

### **USER GROUP DATA**

How did you hear about us?

Used Before  Website  Word of Mouth  Facebook  Other.....

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### TERMS AND CONDITIONS OF HIRE

#### Basis of Hire and Use

1. Applicants are required to be over 18 years of age and must apply to book a Town of Bassendean facility by completing the relevant community facility hire application form, noting the terms and conditions of use. Hirers must allow for any set-up and pack-up or cleaning time required when completing the hire application. All Town of Bassendean facilities have a closing time of midnight.
2. All applications for standard social functions must be submitted **10 working days prior** to the function however if the function is considered to be of a '**high risk nature**' (see section 50) the application must be received by the Town at least **28 days prior** to the date of the function.
3. On receipt of your completed application by the Town of Bassendean, a signed form by the hirer indicates acceptance of the terms and conditions of hire. Consultation with the Town's Health Services will also be carried out to determine if further public event approvals will be required.
4. Approval to use a Town of Bassendean facility applies only for the purpose, day(s) & time(s) outlined on your confirmation of booking letter provided to you by the Town. Any changes to bookings must be made in writing to the Town of Bassendean. Please note a \$20.00 late administration fee will be applied for changes to bookings within 10 days of event. This fee applies to all community facilities.
5. It is an offence under Health Act 1911 to exceed the maximum capacity stipulated on the certificate of approval. If the maximum capacity is exceeded the Town will not take any responsibility for the safety of patrons.
6. Please note each year the Town of Bassendean offices close for the festive season. It is the responsibility of hirers to ensure they are aware of the change in opening hours. Emergency contacts and Ranger Services will be available during the closure period.
7. Anti-social behaviour will not be tolerated.

#### Payment of Hire Fees & Bond

8. Hall & Key Bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges.
9. Payment of casual hire fees and bonds are required prior to the commencement of the booking and can be made upon collection of the key, please refer to the below key collection times. Please note we are unable to provide an invoice for bonds.
10. Payment can be made by the following methods
  - In Person before 4:30pm 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

To assist with the processing of your payment please ensure you bring/attach a copy of your confirmation letter or invoice or have readily accessible for over the phone payments.

#### Key Collection

11. Casual hirers shall arrange to collect a key for the facility from our Customer Service Office – 35 Old Perth Road, Bassendean between the hours of 8:30am – 4:30pm. Please ensure you bring a copy of your confirmation letter, as this will be required for the issue of the key. Key collection is as follows and a \$50.00 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**

12. Bonds will be refunded approximately 2 weeks after refund authorisation. The hirer will be required to complete a bond refund form and submit to the Town of Bassendean for approval.
13. Bond deductions will occur as a result of
  - Damage to the hired facility or equipment/surrounds
  - Additional cleaning costs/decoration removal
  - Additional facility hire time
  - Security call out fee
  - 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 to the 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. The Town will undertake the work immediately, pending review. In the event of any disputes, they will be handled as per the Town's complaints process.

### **Increase of Hire Fees**

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

### **Cancellation of Bookings**

15. 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.
16. The Town reserves the right to refuse an application or to cancel a confirmed booking if in its opinion the action is deemed appropriate.
17. The Town may need to cancel or re-schedule a confirmed booking if the hired facility is required for Council purposes, which could include but not limited to Council Elections, Special Meeting of Electors, Public Events and Facility 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 facility but if unable to do so the hirer will receive a refund of the cancelled booking.
18. 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 entering the facility with the intent to secure the facility 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**

19. 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 & any other person (including Town of Bassendean employees, contractors and volunteers) at the booked facility. The Town of Bassendean may request evidence of this, either prior to the acceptance of the booking or at any other time. Failure to provide this, or at a level acceptable to the Town of Bassendean, may result in the booking arrangement being terminated.
20. 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.
21. Public Liability Insurance – The Town of Bassendean's Casual Hirers Public Liability Insurance Policy 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 twelve 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 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 and are required to provide evidence of public liability insurance, which covers the hirer's activity for the duration of the hire.

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### **General housekeeping / Other Obligations**

22. Hired areas must be left clean and secure by the hirer at the conclusion of the activity. Town of Bassendean provides only basic cleaning equipment in each facility (Broom and dustpan); the hirer is responsible to provide any other cleaning equipment and/or products required. Hirer to refer to the cleaning checklist provided in hire pack or refer to copy located in kitchen.
23. Any damage caused to the facility will be at the expense of the hirer.
24. 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.
25. It is the hirer's responsibility to provide additional bins or have rubbish removed from the 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.
26. Hirers shall not charge an entry fee for the facility unless approved by the Town of Bassendean.
27. Non-observance of any Town of Bassendean terms and conditions or local laws may result in immediate reconsideration of usage rights and may jeopardize future use of TOB facilities.

### **Signs and Advertising**

28. Depending on the type of sign or advertising that is proposed, you may require a permit, please contact the Town's Planning Services on 9377 8000 for more information and to discuss your requirements.
29. Signage for public events held in the Town shall be limited to advertising the event and will require the applicant's name/logo to be clearly stated & included on all digital, online and print promotional material developed for the purposes of promoting the event.
30. The sign shall use symbols and lettering of a sufficient size to be clearly legible when observed from a distance and clearly state who is responsible for the event.
31. The content of the sign shall be limited to advertising an activity or event and providing direction to its location.
32. The sign shall only be placed for the duration of the activity or event to which the sign relates; unless given permission by the Town.
33. The sign shall be secured while placed so as to not become a hazard, particularly when subject to wind loads.
34. The sign shall not be placed on a footpath.
35. The sign shall not be placed within 1m of a vehicle carriageway, and a carriageway will be deemed to include a parking bay.
36. The sign shall not be placed in any other location where, in the opinion of the local government, the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.
37. Advertising of your event can only commence when all fees and bonds have been paid in full to the Town of Bassendean.

### **Equipment and Electrical**

38. The setting up, stacking and storage of tables, chairs and other equipment is the responsibility of the hirer. Chairs must be stacked and/or returned as per the instructions located in the storage room, tables to be folded and returned to the allocated storage area or trolley at the end of the hire period.
39. Any equipment brought into the facility must be removed immediately following the hire period. Hirers may not store equipment at facilities without express permission from Town of Bassendean. All equipment stored at the facility is done so at the hirers' own risk.
40. All electrical equipment brought into the facilities must be in a safe, working condition, tested and tagged by a licensed electrician to ensure electrical compliance.
41. Smoke machines, bubble makers, bouncy castles, amusement rides must not be used within the facility, these may be used on grounds near the facility with express permission in writing by the Town. All bouncy castles and other amusement rides require current public liability insurance with a copy to be provided to the Town.

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### **Smoking**

42. The Town of Bassendean instructs a no-smoking policy within its facilities. It is the responsibility of the hirer to ensure this condition is enforced.

### **Liquor licence/Consumption**

43. 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.

44. No person under the age of 18 years is to consume alcohol at any time in any of the Town of Bassendean facilities.

45. 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.

46. 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.

47. 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.

48. It is the responsibility of the hirer to inform the caterers of all the conditions of hire that apply.

### **First Aid**

49. The hirer must provide all first aid equipment and supplies required during the booking. No first aid equipment or supplies are provided at the facility.

### **High Risk Functions**

50. The process for High Risk Functions (Sixteen to Twenty One year olds) is as follows:

- The parent/guardian must complete and sign the relevant forms and attend the party for its entire duration
- Prior to the confirmation of booking a meeting is to be held between the Town of Bassendean and the hirer.
- The function must be registered with the Kiara Police Station and a copy must be forwarded to the Town prior to the function.
- High risk functions will be required at the discretion of the Town to have a minimum of two security officers on-site prior, during and after the function has concluded. The Town will in all circumstances arrange the hire of a licensed security provider and the hirer will be responsible for all costs associated with that hire. Please note the Town may require more than two security officers to be on site for any given function. The security provider as contracted by the Town will provide feedback in relation to all functions

### **Music/Sound**

51. Hirers must be mindful of residents, as any complaints received could jeopardize future applications.

52. 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. You can achieve this by keeping doors & windows closed during your event and ensuring guests/function does not spill out into carparks, reserves/outdoors etc.

### **Working with Children Legislation**

53. 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.



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### Access and Inclusion

54. The Town of Bassendean is committed to ensuring our community facilities have a welcoming, inclusive environment and the same level of access to people with disabilities.

Hall and Meeting Room access includes:

- External and internal disability entry – level or ramp with handrails, includes access to all open areas of halls and meeting rooms including kitchen;
- Disability access to toilets;
- Car, bus and 5 minute drop off parking bays in close proximity to facilities, please ensure parking bays with time restrictions are adhered to.

Hirers of Town of Bassendean facilities are encouraged to please consider where applicable, entry access points and parking for people with disabilities and that they promote this information via their promotional material to actively encourage people with a disability to attend and be involved. Clear and visible signage should be in place at the location of available ACROD parking and additional directional signage should advise the designated entry point.

### Emergencies

55. Hirers and group leaders have full responsibility for the health and safety of their participants at all times, including any emergencies and evacuations.

For major emergencies, please call 000 in the first instance

For Police attendance, please call 131 444

56. In the case of any building emergencies (broken window, plumbing, electricity) the hirer is to contact the Town on phone numbers provided below.

9377 7480 - Ranger Services (7am - 7pm)

0407 440 677 - Manager Recreation and Culture

0488 902 804 - Recreation Development Officer

### **Acceptance of Conditions**

I declare the information provided in this application is true and correct. 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.