

City of Cockburn Recreation Services

Application for hire: Regular Bookings – Renewal Form

| Application Details | | | | | |
|---------------------------|--|------------|--|-----------|--|
| First Name: | | Surname: | | | |
| Name of Organisation: | | | | | |
| Position of Organisation: | | | | | |
| Address: | | | | | |
| Suburb: | | State: | | Postcode: | |
| Phone (H): | | Phone (W): | | | |
| Phone (M): | | | | | |
| Email address: | | | | | |

| Secondary Contact Person | | | | | |
|---------------------------|--|------------|--|-----------|--|
| First Name: | | Surname: | | | |
| Position of Organisation: | | | | | |
| Address: | | | | | |
| Suburb: | | State: | | Postcode: | |
| Phone (H): | | Phone (W): | | | |
| Phone (M): | | | | | |
| Email address: | | | | | |

| | | |
|--|-----|----|
| Does your group have public liability insurance? | YES | NO |
|--|-----|----|

(If yes, please attach a copy of your most current certificate):

| | | |
|--|-----|----|
| Does your group have a Certificate of Incorporation? | YES | NO |
|--|-----|----|

(If yes, please attach a copy of your most current certificate)

Please be aware that the City of Cockburn will issue information on this form to members of the public seeking information for this type of activity.

| | | |
|---|-----|----|
| Do you give permission for the City of Cockburn to provide members of the general public with your contact number or email address? | YES | NO |
|---|-----|----|

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| Booking Details | |
|--|--|
| Venue: | |
| Room/s: | |
| Start Date for the year: | |
| Finish Date for the year: | |
| Day/s Required: | |
| Times Required (including Set up and Packing away): | |
| All booking times are to be a minimum of 1 hour and then ½ hour increments and not 15 minutes. | |
| Type of Activity (Please be specific eg: Dance, state what type of dance, Martial Arts): | |
| | |
| Approximate number of people (please include adults & children) attending: | |
| Age/s catered for: | |

Will your group use the venue during:

| | | |
|--------------------|-----|----|
| Public Holidays: | Yes | No |
| School Terms Only: | Yes | No |

Cancellations

Please provide details of all cancellations or extra bookings (school term dates, Public holidays, Winter/Summer Seasons). In the event that your group is to have an extended hire other than your usual booking you are expected to check whether the venue is available and complete a function hire booking form. Our conditions of hire will be adhered to. There will be an extra bond and the function can be charged to your account.

All cancellations other than the ones specified will require a Change of Booking form completed and received by the City of Cockburn a minimum of three working days prior to the date of your cancellation.

All extra hires will require the booking forms be submitted and confirmed a minimum of 3 weeks prior to booking date.

Access Cards & Keys – Please provide our office with **ALL** access card and key numbers. (Please provide details of access cards and keys issued to other members of your group)

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1. Applications/Bookings

- 1.1 All applications must be on the official application form.
- 1.2 Applicants must be 18 years or over and able to produce a valid WA driver's license, passport or proof of age card.
- 1.3 All bookings are to be confirmed in writing a minimum of 3 weeks prior to the booking date and up to 12 months in advance. 16 – 21st birthdays require minimum 4 weeks prior to the booking date.
- 1.4 City of Cockburn reserves the right to cancel any booking for council business or due to unforeseen circumstances, as per Local Laws part VII, Division 2, 7.6 (e).
- 1.5 All hire will be a minimum of one (1) hour with 30min increments allowed thereafter.

2. Charges

- 2.1 All times booked will be paid for including setting up and cleaning up of facility.
- 2.2 Costs of hire and bonds are in accordance with the current Fees and Charges Schedule.
- 2.3 Cancellations made less than two weeks before the hire date will forfeit the full hire charge.
- 2.4 The hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility.

3. Regular Users

- 3.1 Regular users will make payment of hire charge on a monthly basis. Payment will be due within seven (7) days of invoice sent.
- 3.2 Regular users must submit a separate application for one off events including a bond.
- 3.3 Regular users must allow set up and pack up times within the allocated booking times.
- 3.4 It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.
- 3.5 All changes to bookings must be completed on a Change of Booking Form at least three (3) working days prior to the current/intended

4. Bonds

- 4.1 A bond as per the Fees and Charges Schedule will be applicable to all bookings.
- 4.2 The bond will be held against the following:
 - 4.2.1 Damage to the building or equipment.
 - 4.2.2 Breach of the Conditions of Hire.
 - 4.2.3 Any false or misleading information is given regarding the nature of the booking.
- 4.3 The hirer will be liable for costs for damage etc. in excess of the bond deposited.
- 4.4 Hire fees and bonds being paid by cheque must be received by the City of Cockburn 14 days prior to the hire date. Cheques will not be accepted after this time.
- 4.5 Bond refunds will be made by cheque or direct debit. A cheque will be refunded within one month of the booking date.
- 4.6 For any breach of the Conditions of Hire there will be a deduction of all or part thereof from the bond paid at the discretion of the authorising officer.
- 4.7 Failure to arm the security system on completion of a function/booking may incur a deduction of bond.
- 4.8 Call outs for CoSafe Security Patrols caused by the hirer or resident complaints will incur a fee to the hirer.
- 4.9 Any administration costs incurred by the Council addressing anti-social behaviour at functions or during general hire will incur a fee.
- 4.10 In the event floors require a "strip and seal" as a result of your hire, the hirer is to pay 70% of the full repair cost.
- 4.11 Hall hire bond will be forfeited in the event of any substantiated community complaints being received, in respect of anti-social behaviour/activity attributed to patrons of the function conducted at the premises.

5. Restrictions

- 5.1 Kegs of any type must not be placed in the Halls/Rooms. They must be stored in the kitchen or kiosk along with any other refreshments.
- 5.2 Alcohol is not to be stored on site within the community facilities at any point of time. All excess alcohol must be removed from the facility at the completion of each hire.
- 5.3 Confetti or any similar materials are not permitted either inside or outside the facility.
- 5.4 Decorations such as balloons or streamers are permitted provided they are cleaned away at the end of the function including the tape/string.
- 5.5 Helium balloons are permitted provided they are anchored. If balloons are left in the venues a fee will be charged for the removal. There will be a charge for any balloons activating the alarms due to them deflating.
- 5.6 Smoke machines will not be permitted.
- 5.7 Live Bands will not be permitted.
- 5.8 Vehicles must only use the parking bays provided. No parking on grassed areas.
- 5.9 All deliveries and collections to the hall are to be included in the agreed time.
- 5.10 It is imperative that the hirer must not enter the facility before or after times booked and paid for.
- 5.11 Noise levels must comply with the Environmental Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Cockburn Environmental Services. Please contact 9411 3444 for further information
- 5.12 No buck and hen parties, exotic dancers, nudity or entertainment alike permitted in venues.
- 5.13 Under no circumstances can an event to be held in one of the City of Cockburn's Community facilities be advertised on the internet or social media without the approval from the City.
- 5.14 Function set up and clean up time is to be included with the time booked and paid for

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6. City of Cockburn Responsibilities

6.1 The City of Cockburn will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control.

6.2 The City of Cockburn will make every effort to provide the hirer with a clean and tidy facility.

6.3 The City of Cockburn is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.

7. Hirers Responsibilities

7.1 Liquor Licenses are the sole responsibility of the hirer, subsequent to permission being granted by the City of Cockburn for liquor to be consumed on the premises, according to the Liquor Licensing Act 1988 Section 119 (1).

7.2 Liquor Licenses are required when liquor is sold or provided under a door/cover charge.

7.3 Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises.

7.4 The hirer is responsible for the behaviour of all persons attending the function or activity.

7.5 Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.

7.6 Hirers are responsible for any public liability in respect to their activity. The City of Cockburn's public liability will only cover injury; loss or damage as a result of any proven neglect or default of the city.

7.7 Should any accident and/or injury occur in the hired venue as a result of the hirers function and/or activity or general hire of the venue, the City of Cockburn cannot be held liable under any circumstance.

7.8 Keep outside doors and windows closed where possible and ensure they are locked at the conclusion of your function.

7.9 Ensure that music is turned down at 10pm and turned off by 12 midnight (socially accepted standard).

7.10 It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.

7.11 All birthday parties for the ages 16-25 years inclusive, or any other occasions deemed appropriate by the City of Cockburn must have crowd control at their function. Evidence that crowd control will be in attendance is required before the City will allow the booking i.e. receipts, tax invoices or a letter from the registered company (See security and Related Activities Control Act 1996).

8. Cleaning

8.1 At the conclusion of the function/session the hirer shall:

8.1.1 Leave the entire building in a clean and tidy condition.

8.1.2 All external surrounding areas, car parks, verges and park lands to be left clean and tidy.

8.1.3 Make sure all fans/air conditioning/heating and lighting is switched off.

8.1.4 Sweep all floors that were used.

8.1.5 Spot mop any spillage.

8.1.6 Wipe and stack tables and chairs then return to designated storage areas.

8.1.7 Place all rubbish in bins.

8.2 It is the responsibility of the hirer to remove all excess rubbish from the premises.

8.3 All unused food, drinks & ice from freezer must be removed from the premises unless otherwise arranged with Bookings Officer.

9. Keys/Security

9.1 All keys/cards are to be allocated by the bookings officer. Keys/cards are available 8.30am – 4.30pm Monday – Friday.

9.2 Keys/cards are to be returned prior to 4.30pm the next working day.

9.3 Regular users may apply to hold their own key/card and be used with a security code. A bond will apply.

10. Disputes

Any disputes concerning bond refunds or complaints must be made in writing and marked:

Attention Manager Recreation and Community Safety

City of Cockburn PO Box 1215

BIBRA LAKE DC WA 6965

“I declare all information on this application form are true and correct and in accordance with the Terms and Conditions of Hire”

Signed: _____ Date: _____

Print name: _____

Office Use Only Received:

Email: bookings@cockburn.wa.gov.au Phone: 9411 3444 Fax: 9411 3333
City of Cockburn 9 Coleville Crescent Spearwood WA 6163 Po Box 1215 Bibra Lake WA 6965

Note: Applications will not be accepted without a signature

City of Cockburn Recreation Services PO Box 1215 Bibra Lake WA 6164

Phone: 08 9411 3444 Fax: 08 9411 3333 Email: bookings@cockburn.wa.gov.au

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Credit Card Authorisation Form

Please complete this form if you would like to have your bond held against your credit card or if you are making hall hire payment by credit card. Please refer to the back of this form for Term and Conditions

| Applicant Contact Details | | | |
|----------------------------------|--|----------------|--|
| Facility: | | Function Date: | |
| Contact Name: | | | |
| Phone: | | Work: | |
| Mobile: | | | |
| Email Address: | | | |
| Postal Address: | | | |
| Suburb: | | Postcode: | |
| Driver's Licence No: | | | |

Credit Card Bond Authorisation

Complete this slip if you would like your **bond** to be held against your credit card. If you choose to do this your credit card will only be charged if a bond deduction is required as stated in the City of Cockburn Community Facilities Conditions of Hire.

Credit Card Details

Bond Amount: \$ _____

Cardholders Name: _____

Card Number: ____ / ____ / ____ / ____

Expiry Date: ____ / ____ Card Type: MasterCard Visa

Credit Card Signature: _____ Date: _____

Office Use Only

Once Only Bond Cancel Bond Standing Bond Deduct from Bond \$ _____

Authorising Officer: _____ Date: ____ / ____ /20 ____

Credit Card Payment Authorisation

Complete this slip if you would like your **hire charges** to be deducted from your credit card for your booking. **Credit Card Details**

Payment Amount: \$ _____

Cardholders Name: _____

Card Number: ____ / ____ / ____ / ____

Expiry Date: ____ / ____ Card Type: MasterCard Visa

Credit Card Signature: _____ Date: _____

City of Cockburn Recreation Services PO Box 1215 Bibra Lake WA 6164

Phone: 08 9411 3444 Fax: 08 9411 3333 Email: bookings@cockburn.wa.gov.au

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Process for Paying Bonds by Credit Card:

The City of Cockburn will take all details relating to your credit card. No money will be charged to the card unless there is any need for a bond deduction. (See conditions of hire for details.)

In the case of a bond deduction being necessary the City of Cockburn will debit the amount from your credit card.

A bond deduction will be limited to the bond amount stated above and will be charged to the above credit card within 15 working days from the date of hire. Should the City of Cockburn determine a claim for recovery of costs that is greater than the bond amount an invoice will be raised for the balance of funds.

In the event the credit card details you supply the City with is incorrect, the hirer will receive an invoice from the City of Cockburn for all bond deduction charges relevant.

Terms & Conditions

- You agree that all details provided to the City of Cockburn in relation to the credit card payment are correct.
- You warrant City of Cockburn that you are fully authorised to use the credit card details as provided on the Credit Card Authorisation Form.
- You warrant to the City of Cockburn that your credit card is within validity date and is not listed on any warning bulletin held by any bank or credit card provider.
- Whilst the City of Cockburn will use all reasonable endeavours to ensure the security of your information provided, the City of Cockburn does not warrant that other parties will not access the information.
- The hire fee will be deducted from your credit card two weeks prior to your event.

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