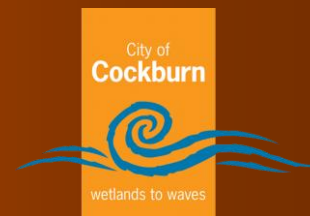


City of Cockburn Youth Centre

Ph: 9411 3888

youth@cockburn.wa.gov.au

PO Box 1215, Bibra Lake 6965



Youth Centre Fees and Charges & Conditions of Hire

Hire Fees

Mooditj Mia (Main Hall)

All Hours \$48.00 p/h

Bond \$1000.00

The Hive (Meeting/Activity Room)

All Hours \$28.00 p/h

Bond \$500.00

Youth Pod (Meeting/Computer Room)

All Hours \$30.00 p/h

Bond \$500.00

Blender

All Hours \$54.00 p/h

The Corner (Kitchen)

All Hours \$22.00 p/h

Bond \$50.00

Music Room

All Hours \$29.80 p/h

Bond \$100.00

Foyer/Exhibition Space

\$60.00 per day + \$50 per day Bond

\$240.00 per week + \$50 per day Bond

Recording Studio (Off Peak 9.00am-4.00pm)

Sound Engineer \$58.80 p/h

Recording Studio (Peak 4.00pm - Late)

Sound Engineer \$61.80 p/h

Music Room Hire (5 Hour Block)

(for young people aged 10 - 24yrs)

5 Hour Block \$29.80

All Community Groups and Not for Profit Organisations will receive a 20% discount

Please note:

Room Bookings Assistance (per staff member per hour) \$39.00 p/h

This is if you require assistance setting up or packing up before/after your booking

After Hours Staff (staff member to be with bookings after hours) \$39.00 p/h

This is if you are booking outside of our normal centre hours and therefore require a staff member

Normal Opening Hours

9.00am – 7.00pm Monday, Tuesday, Wednesday and Friday

9.00am – 9.00pm Thursday

9.00am – 4.00pm Saturday

Closed – Sunday

School Holidays Opening Hours

9.00am – 6.00pm Monday to Friday

9.00am – 4.00pm Saturday

Closed – Sunday

CONDITIONS OF HIRE

1. APPLICATIONS / BOOKINGS

- 1.1 All applications must be on the official application form.
- 1.2 Applicants must be 18 years or over.
- 1.3 City of Cockburn reserves the right to refuse an application as per Local Laws part VII, Division 2, 7.5 (i).
- 1.4 Bookings will be taken up to 12 months in advance.
- 1.5 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).

2. CHARGES

- 2.1 All time booked will be paid for.
- 2.2 Costs of hire and bonds are in accordance with the current Fee Schedule.
- 2.3 Cancellations made less than one month before 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

- 3.2 Regular users will make payment of hire charges on a monthly basis. Payment is due within seven [7] days.
- 3.3 Regular users must make a separate application for one off events.
- 3.4 Regular users must allow set up & pack up times within the allocated time slot.
- 3.5 All regular users who are a community group and a not for profit organisation are entitled to apply for a subsidy of 20%

4. BONDS

- 4.1 A bond as per the Fee Schedule will be applicable to all bookings.
- 4.2 The bond is held against the following;
- 4.3 Damage to building or equipment.
- 4.4 Additional cleaning other than the allocated time of one [1] hour.
- 4.5 Breach of Conditions of Hire.
- 4.6 The hirer will be liable for costs for damage etc in excess of the bond deposited.
- 4.7 All bookings will be sent an invoice after booking has been held.
- 4.8 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.
- 4.9 Call outs for Cockburn Security Patrols caused by the hirer or resident complaints will incur a fee to the hirer. **Any administration costs incurred by the Council addressing anti-social behaviour at functions or during general hire will incur a fee**
- 4.10 **All 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 There is to be no alcohol for any function held at the youth centre.
- 5.2 Confetti, glitter or other similar materials are not permitted either inside or outside the building.
- 5.3 Decorations such as balloons or streamers are allowed inside rooms or halls provided they are cleaned away at the end of the function.
- 5.4 Helium balloons are permitted provided they are anchored.
- 5.5 Vehicles must only use the parking bays provided. No parking on grassed areas.
- 5.6 All deliveries to the Hall are to be included in the agreed hire time.

5.7 Noise levels must comply with the Environmental Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Cockburn Environmental Services contact 9411 3442.

5.8 No Smoke machines permitted

5.9 Music must be turned down at 10pm and cease at midnight.

5.10 No exotic dancers, nudity or entertainment alike permitted in venues.

5.11 Under no circumstance can an event to be held in one of the City of Cockburn's Community Facilities be advertised on the Internet.

5.12 **Function set up and clean up is included within the time booked.**

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

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

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

7.4 Hirers are responsible for any public liability in respect to their activity. (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).

7.5 Should an accident and/or injury occur in the hired venue as a result of the hirer's function and/or activity or general hire of the venue, the City of Cockburn cannot be held liable under any circumstances.

7.6 Keep outside doors and windows closed where possible.

7.7 Ensure that music is turned down after 10pm and finished by 12 midnight (socially accepted standard).

7.8 All Birthdays Parties for the ages of 18-25yrs, inclusive, or 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 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 **The hirer must remove all excess rubbish.**

8.3 **All unused food or drinks must be removed from the premises unless otherwise arranged with Bookings Officer.**

9. KEYS/SECURITY

9.1 Keys will not be handed out to hirer, you will be paying to have a staff member open + close the building

10. DISPUTES

10.1 Any disputes concerning bond refunds must be made in writing and marked,
Attention Youth Services Manager
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965