



## City of Cockburn Recreation Services Casual Venue Hire Application Form

### Please read carefully

This form is for the purpose of registering your interest in hiring a venue with the City of Cockburn. Submission of this form does not, in any way, guarantee your booking. The City of Cockburn has the right to determine whether the type of event is in the best interest of the City. Any information regarding the availability or cost of casual venue hire given prior to the assessment of any application is an indication only and is not an assurance of approval.

Applications must be received at least 15 working days (three weeks) prior to the first booking date.

**ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE.** Please refer to Terms and Conditions of hire for further information.

### Applicant Contact Details

Title:	Given Names: (Please give full legal names)		Surname:	
Company/Organisation Name:				
Is the organisation Not for Profit (Please circle)		Yes	No	
Include a copy of Certificate of Incorporation				
Address:				
Suburb:		Postcode:		
Phone No.:		Mobile No.:		
Email address:				

### Booking Details

Type of Event: eg. Birthday, Wedding ...	(If birthday party, please indicate age)			
Venue:	Number of people attending:			
Room/s Required:				
Booking Date(s):	/ /20			
Booking Start time:	Booking End time:			

Please be aware that the facility can only be accessed within the specified booking times.

Note: booking times must include set up and pack up time.

i.e.: Set up & decorating 2.00pm – 4.00pm  
Function 4.00pm – 10.00pm  
Pack up & cleaning up 10.00pm – 12.00pm booking time is 2.00pm – 1.00am

All Deliveries and collections to the hall are to be included in the agreed time.



## City of Cockburn Recreation Services Casual Venue Hire Application Form

Will you be charging attendees a fee for the activity?	Yes	No
--	-----	----

If Yes, please specify (door cover charge, donations at door)

Will you be using a PA system or having a DJ	Yes	No
--	-----	----

If Yes, all applicants must ensure all noise/music levels do not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. All music is to be turned down at 10.00pm and off at 12 midnight.

**LIVE BANDS WILL NOT BE PERMITTED**

Do you wish to consume alcohol? Please circle	Yes	No	BYO	Provided
---	-----	----	-----	----------

Please complete the Application for Consent to Consume Liquor on Council Premises.

Do you wish to sell alcohol? Please circle	Yes	No
--	-----	----

If Yes, you are required to obtain and provide the City with confirmation of, a liquor licence from the Department of Racing, Gaming and Liquor under the requirements of the Liquor Licensing Act (WA) 1988 and the City's Public Place and Local Government Property Local Law 2011. Please call 94251 888 or [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

Will food be served or consumed in or around the grounds hired? Please circle	Yes	No
---	-----	----

If Yes, please provide a brief description. Please note, external caterers are required to provide public liability "Certificate of Currency".

Will food, drink or other items be sold in or around the facility hired?	Yes	No
--	-----	----

If Yes, the applicant in conjunction with the proprietor of a food stall or vehicle must obtain approval from the City's Environmental Health Services, no later than 10 working days prior to the event. Approval is subject to compliance with set conditions.

Are you planning to use the area outside the venue for additional activities?	Yes	No
---	-----	----

If Yes, talk to the Bookings Officer about your plans. Your venue booking does not automatically include the area outside, and approval / bond may be required for some activities.

Do you have Public Liability Insurance?	Yes	No
---	-----	----

This may be required dependent on the event and if applicable will be requested upon receipt of your application. If Yes, you must supply the City with a copy of the company's public liability Insurance

Will private security services be required?	Yes	No
---	-----	----

"High risk" functions such as 16 – 25<sup>th</sup> year old parties will require registered security services with proof of payment 10 days before the booking date. It is the hirer's responsibility to engage the services of a licenced security company. (Not a single registered crowd controller or a few friends). A WA Police Party registration form is to be lodged with the City of Cockburn 10 days prior to the event. A copy of your invoice and receipt for a registered security company is to be provided to the City prior to collecting the access card."



# City of Cockburn Recreation Services

## Casual Venue Hire Application Form

### Terms & Conditions of Hire – Applicable to all City of Cockburn Facilities

#### 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 licence, 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. 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).
- 1.4. All hire will be a minimum of one 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. Payment for costs of hire must be received by the City of Cockburn 14 (working) days prior to the hire date. Payment options are outlined on the Tax Invoice.
- 2.4. Cancellations made less than two weeks before the hire date will forfeit the full hire charge.
- 2.5. 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 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 working days prior to the current date.

#### 4. High Risk Users (all 16-25 year birthday parties, and other users/groups as determined by the authorising officer)

- 4.1. Additional requirements for high risk users include (but not limited to): minimum of four weeks notice; applicants must be over the age of 18; must provide a copy of drivers licence; \$1000 bond payable two weeks prior to the booking; a Police Party Registration form to be completed & sent two weeks prior to the booking; evidence (invoice & receipt) that the services of a registered Crowd Control Company has been engaged to be received by the City two weeks prior to the booking.

#### 5. Bonds

- 5.1. A bond as per the Fees and Charges Schedule will be applicable to all bookings.
- 5.2. Bonds are transacted using a pre-authorisation via a valid credit card. This must be transacted within the two days prior to the booking date.
- 5.3. The bond will be held against the following;
  - 5.3.1. Damage to the building or equipment.
  - 5.3.2. Breach of the Terms & Conditions of Hire.
  - 5.3.3. Any false or misleading information is given regarding the nature of the booking.
- 5.4. The hirer will be liable for costs for damage etc. in excess of the bond deposited.
- 5.5. The pre-authorisation bond will be released within 14 days if there is no breach to the Terms & Conditions of Hire.
- 5.6. For any breach of the Terms & Conditions of Hire there will be a deduction of all or part thereof from the bond at the discretion of the authorising officer.
- 5.7. Failure to arm the security system on completion of a function/booking may incur a deduction of bond.
- 5.8. Call outs for CoSafe Security Patrols or other council works caused by the hirer, or resident complaints, may incur a fee to the hirer.
- 5.9. The hirer should use only tagged and tested electrical equipment. If a hirer uses equipment not tagged & tested and it causes an electrical fault (including power to trip) and invokes a call out, this fee will be charged to the hirer.
- 5.10. Administration costs incurred by the Council addressing anti-social behaviour at functions or during general hire will incur a fee.
- 5.11. 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.
- 5.12. 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.

#### 6. Restrictions

- 6.1. 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.
- 6.2. 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.
- 6.3. Confetti or any similar materials are not permitted either inside or outside the facility.
- 6.4. Decorations such as balloons or streamers are permitted provided they are cleaned away at the end of the function including the tape/string.
- 6.5. Helium balloons are permitted provided they are anchored. If balloons are left in the venues a fee will be charged for their removal. There will be a charge for any balloons activating the alarms due to them deflating.
- 6.6. Smoke machines will not be permitted.
- 6.7. Live bands will not be permitted.
- 6.8. Vehicles must only use the parking bays provided. No parking on grassed areas.



## City of Cockburn Recreation Services Casual Venue Hire Application Form

- 6.9. All deliveries and collections to the hall are to be included in the agreed time.
- 6.10. It is imperative that the hirer must not enter the facility before or after times booked and paid for.
- 6.11. 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
- 6.12. No buck or hen parties, exotic dancers, nudity or entertainment alike permitted in venues.
- 6.13. 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.
- 6.14. Function set up and clean up time is to be included with the time booked and paid for.
- 6.15. Bouncy castles, inflatable obstacle courses, amusements and animals are not permitted inside any venues.

### 7. City of Cockburn Responsibilities

- 7.1. 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.
- 7.2. The City of Cockburn will make every effort to provide the hirer with a clean and tidy facility.
- 7.3. The City of Cockburn is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.

### 8. Hirers Responsibilities

- 8.1. 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).
- 8.2. Liquor Licenses are required when liquor is sold or provided under a door/cover charge.
- 8.3. Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises.
- 8.4. The hirer is responsible for the behaviour of all persons attending the function or activity.
- 8.5. Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 8.6. 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.
- 8.7. 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.
- 8.8. Keep outside doors and windows closed where possible and ensure they are locked at the conclusion of your function.
- 8.9. Ensure that music is turned down at 10pm and turned off by 12 midnight (socially accepted standard).
- 8.10. It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.
- 8.11. 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).

### 9. Cleaning

- 9.1. At the conclusion of the function/session the hirer shall:
  - 9.1.1. Leave the entire building in a clean and tidy condition.
  - 9.1.2. All external surrounding areas, car parks, verges and park lands to be left clean and tidy.
  - 9.1.3. Make sure all fans/air conditioning/heating and lighting is switched off.
  - 9.1.4. Sweep all floors that were used.
  - 9.1.5. Spot mop any spillage.
  - 9.1.6. Wipe and stack tables and chairs then return to designated storage areas.
  - 9.1.7. Place all rubbish in bins.
- 9.2. It is the responsibility of the hirer to remove all excess rubbish from the premises.
- 9.3. All unused food, drinks & ice from freezer must be removed from the premises unless otherwise arranged with Bookings Officer.

### 10. Keys/Security

- 10.1 All keys/cards are to be allocated by the bookings officer. Keys/cards are available 8.30am – 4.00pm Monday – Friday.
- 10.2 Keys/cards are to be returned prior to 4.30pm the next working day.

### 11. 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 is true and correct  
and in accordance with the Terms and Conditions of Hire”**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Office Use Only Received: \_\_\_\_\_

**N. B Applications will not be accepted without a signature**



## City of Cockburn Recreation Services Casual Venue Hire Application Form

### Application for Consent to Consume Alcohol on Council Premises

#### Applicant Contact Details

Title:	Given Name:		Surname:	
Company/Organisation Name:				
Address:				
Suburb:		Postcode:		
Phone No.:		Mobile No.:		
Email address:				
Facility where Alcohol will be consumed:				
Description of event:				
Date of event:				

#### **Office Use Only**

Received by:			
Date:			
Application:	Approved	Not Approved	
Authorising Officer:			
Date:			

This form is not a function permit

It is an offence to consume alcohol on council premises without the consent of the council. Approval of this application gives the hirer permission to consume alcohol on the premises as per Liquor Act 1988, Section 119(1).

If liquor is to be sold or provided under a cover charge the appropriate licence must be obtained from the Department Racing, Gaming and Liquor, Gordon Stephenson House, Level 2, 140 William St, Perth

A copy of the approval licence must be presented to the City of Cockburn prior to the function.