



City of Cockburn Recreation Services Casual Venue Hire Application Form

Please read all sections 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.

1) Applicant Contact Details			
Title:	Given Names: <small>(Please give full legal names)</small>		Surname:
Company/Organisation Name (if applicable):			
Is the organisation Not for Profit?	Yes	No	
If yes, include a copy of Certificate of Incorporation with your application			
Address:			
Suburb:		Postcode:	
Phone No.:		Mobile No.:	
Email address:			

2) Booking Details			
Type of Event: eg. Birthday, Wedding		If a birthday party, please indicate the age of the person	
Venue Name			
Room/s requested		Number of people attending:	
Booking Date(s):			
Booking Start time:		Booking End time:	

The facility can only be accessed within the specified booking times.

Your booking times **must** include set up and pack up time.

E.g. Set up & decorating 2:00pm – 4:00pm
Function 4:00pm – 11:00pm
Pack up & cleaning up 11:00pm – 1am

The booking time is therefore 2.00pm – 1am (Friday and Saturdays only. Weekday bookings must end by 10pm)

All deliveries and collections to the hall are to be included in the booked time.



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Will you be charging attendees a fee to attend?	
If Yes, please specify (ticket sales, cover charge, donations at door, etc)	

Will you be using a PA system or having a DJ?	
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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 or sell alcohol?	
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If **Yes**, please complete **Section 3) Application for Consent to Consume Liquor on City Premises.**

If **you wish to sell alcohol**, 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 6551 4888 or www.rgl.wa.gov.au

Will food be served or consumed in or around the grounds hired?	
If Yes , please provide a brief description	

Note: external caterers are required to provide a public liability insurance Certificate of Currency.

Will food, drink or other items be sold in or around the facility hired?	
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If **Yes**, the applicant, in conjunction with the proprietor of the 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?	
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If **Yes**, talk to the Community Venues 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?	
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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 your public liability insurance Certificate of Currency.

Will private security services be required?	
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"High risk" functions such as 16 – 25th 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 working 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."



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3) Application for Consent to Consume Alcohol on City Premises

Complete this section if you wish to sell, provide, or allow BYO alcohol at your function

Please tick here to confirm that the Applicant is over the age of 18 years of age		
Facility where alcohol will be consumed:		
Description of event:		
How will you be providing alcohol?		
If <i>selling</i> alcohol, do you have a current liquor licence?		Or will you be applying for one?
<i>If you already have a valid liquor licence, please provide a copy with your application. If you will be applying for one, you must provide the City with a copy prior to your booking taking place.</i>		

NOTE: You may be asked to provide a plan regarding alcohol management in relation to the presence of minors.

This application is not a function permit.

It is an offence to consume alcohol on council premises without the consent of the City. Approval of this application gives the hirer permission to consume alcohol on the premises as per the Liquor Control Act 1988, Section 119(1). Approval is only granted once a Confirmation Letter, specifying that alcohol consumption is permitted, has been issued by the City.

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.

4) Declaration

I declare all information on this application form is true and correct, and in accordance with the most recent Terms and Conditions of Hire attached.

Full Name:	
Signature	
Date:	

Note: Applications will not be accepted without a signature.

All applications are processed in order of receipt.

Please allow at least 7 days before contacting the City to enquire about your application.

Late applications, if able to be processed in time, may incur a \$100 late application fee.

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Community Venues - Terms & Conditions of Hire

1. Applications/Bookings

- 1.1. All applications must be via the official application format.
- 1.2. Applicants must be 18 years of age or over and able to produce a valid WA driver's licence, passport or proof of age card if requested.
- 1.3. It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking. Please ensure the facility is large enough to accommodate your patrons and complies with the specified maximum capacity given
- 1.4. All applications are to be submitted in writing a minimum of 15 days prior to the booking start date and no more than 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).
- 1.6. All hire will be a minimum of 1-hour duration, with 15min increments allowed thereafter.
- 1.7. Bookings are not confirmed unless all required information is provided, and a Confirmation Letter has been issued by the City.
- 1.8. Application Forms must be returned as an electronic attachment to communityvenues@cockburn.wa.gov.au.

2. Charges

- 2.1. Costs of hire are in accordance with the current [Annual Fees and Charges Schedule](#).
- 2.2. Late Application Fees may apply, see Annual Fees and Charges Schedule.
- 2.3. All times booked must include setting up and cleaning up of the facility and form part of the chargeable time.
- 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 be invoiced monthly for hire charges incurred in the previous month. Payment will be due within 30 days of the invoice date.
- 3.2. Regular users must submit a separate application for one-off events and may also be charged a bond.
- 3.3. All cancellations or requests for additional dates are to be completed online on a [Change of Booking Form](#) at least 3 working days prior to the date change requested.
- 3.4. Regular hirers operating their business from a Community Centre will be restricted to a maximum of 2 sessions per week.
- 3.5. Applications for the renewal of a regular hire must be fully completed and submitted as per the request from the City or you will forfeit your hire time and day.
- 3.6. Regular hire renewals may be refused, revoked, or suspended if hire charges are not paid in a timely manner.

4. Casual Hirers

- 4.1. 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.
- 4.2. Cancellations made less than two weeks before the hire date will forfeit the full hire charge.
- 4.3. A bond as per the Annual Fees and Charges Schedule will be applicable to all casual bookings.

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

- 5.1. Additional requirements for high risk users include (but are not limited to):
 - 5.1.1. minimum of four weeks' notice; applicants must be over the age of 18.
 - 5.1.2. must provide a copy of driver's licence.
 - 5.1.3. a \$1,000 bond is payable two weeks prior to the booking.
 - 5.1.4. a Police Party Registration is to be completed at [Register a Party | Western Australia Police Force](#) and confirmation of registration is to be sent to Community Venues two weeks prior to the booking date.
 - 5.1.5. 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.

6. Bonds

- 6.1. 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.
- 6.2. The bond will be held against the following:
 - 6.2.1. Damage to the building or equipment.
 - 6.2.2. Breach of the Terms & Conditions of Hire.
 - 6.2.3. Any false or misleading information is given regarding the nature of the booking.
- 6.3. The hirer will be liable for costs for damage etc. in excess of the bond deposited.
- 6.4. The pre-authorisation bond will be released within 14 days if there are no breach to the Terms & Conditions of Hire.
- 6.5. 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.
- 6.6. Failure to arm the security system on completion of a function/booking may incur a deduction of bond.
- 6.7. Call outs for CoSafe Security Patrols or other council works caused by the hirer, or resident complaints, may incur a fee to the hirer.
- 6.8. 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.
- 6.9. Administration costs incurred by the Council addressing anti-social behaviour at functions or during general hire will incur a fee.
- 6.10. In the event floors require a "strip and seal" because of your hire, the hirer is to pay 70% of the full repair cost.

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6.11. 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.

7. Restrictions

- 7.1. Vehicles must only use the parking bays provided. No parking on grassed areas.
- 7.2. It is imperative that the hirer must not enter the facility before or after times booked and paid for.
- 7.3. 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 (08) 9411 3444 for further information.
- 7.4. 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.
- 7.5. 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.
- 7.6. Confetti or any similar materials are *not* permitted either inside or outside the facility.
- 7.7. Decorations such as balloons or streamers are permitted provided, they are cleaned away at the end of the function, including the tape/string.
- 7.8. 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.
- 7.9. Balloon releases are not permitted.
- 7.10. Smoke machines are not permitted.
- 7.11. Live bands are not permitted.
- 7.12. All deliveries and collections to the hall are to be included in the agreed booking time.
- 7.13. No buck or hen parties, exotic dancers, nudity or entertainment alike is permitted in venues.
- 7.14. Under no circumstances can an event to be held in one of the City of Cockburn's community venues be advertised on the internet or social media without the approval from the City.
- 7.15. Bouncy castles, inflatable obstacle courses, amusements and animals are not permitted inside any venues.
- 7.16. Smoking is restricted to well-ventilated outdoor areas, and any discarded butts must be disposed of appropriately. Smoking is not permitted around playgrounds or less than 6 metres from entry points to any buildings

8. City of Cockburn Responsibilities

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

9. Hirers Responsibilities

- 9.1. Liquor Licenses are the sole responsibility of the hirer, subsequent to permission being granted by the City for liquor to be consumed on the premises, according to the Liquor Licensing Act 1988 Section 119 (1).
- 9.2. Liquor Licenses are required when liquor is sold or provided under a door/cover charge.
- 9.3. Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises, including residents.
- 9.4. The hirer is responsible for the behaviour of all persons attending the function or activity.
- 9.5. Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 9.6. 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 because of any proven neglect or default of the City.
- 9.7. Should any accident and/or injury occur in the venue because of the hirer's function and/or activity or general hire of the venue, the City of Cockburn cannot be held liable under any circumstance.
- 9.8. Keep outside doors and windows closed where possible and ensure they are locked at the conclusion of your function.
- 9.9. Music must be turned down at 10pm and turned off at 12 midnight and must not be a nuisance to other user groups or persons in nearby premises

10. Cleaning

- 10.1. At the conclusion of the session the hirer shall:
 - 10.1.1. Leave the building in a clean and tidy condition.
 - 10.1.2. All external surrounding areas, car parks, verges, and park lands to be left clean and tidy.
 - 10.1.3. Make sure all fans/air conditioning/ heating and lighting is switched off.
 - 10.1.4. Sweep all floors that were used.
 - 10.1.5. Spot mop any spillage.
 - 10.1.6. Wipe and stack tables and chairs then return to designated storage areas.
 - 10.1.7. Place all rubbish in bins.
- 10.2. It is the responsibility of the hirer to remove all excess rubbish from the premises.
- 10.3. All unused food, drinks & ice from freezer must be removed from the premises unless otherwise arranged with the City.

11. Keys/Security

- 11.1. All keys/cards are to be allocated by the City.
- 11.2. Keys/cards are to be collected from the City administration building (9 Coleville Crescent Spearwood) on the last working day before the booking date, between 8.30am and 4.30pm Monday – Friday.
- 11.3. Keys/cards are to be returned prior to 4.30pm the next working day (casual hirers).



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12. Compliance with Legislation and Local Laws

- 12.1. The hirer must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the Environmental Protection Act 1986, the Environmental Protection (Noise regulations) 1997 and Health Act 1911.
- 12.2. The hirer must ensure compliance with the City of Cockburn's local laws.

13. Disputes

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

Attention: Head of Recreation Services
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

COVID-19: Special Conditions of Usage – Updated 17 February 2022

To mitigate the risks of contracting and spreading COVID-19, all hirers (regular and casual) using the City's Community Facilities must adhere to the following Special Conditions in addition to the City of Cockburn's Terms and Conditions of Hire.

14. Usage

- 14.1. Ensure all participants in the hire group scan the respective facility's QR code using the SafeWA/Service WA mobile phone app upon entry. Should users not scan the QR code, the hire group organiser must complete a paper-based Contact Register after each individual booking and return the Contact Register to the City via email within 24 hours of their completed booking to covid19contactregister@cockburn.wa.gov.au
- 14.2. All current government guidelines, health directives, restrictions and/or mandates are to be adhered to whilst in the venue. For the latest updates visit the WA State Government COVID-19 information page [COVID-19 coronavirus \(wa.gov.au\)](https://www.wa.gov.au/government/covid-19) and monitor potential exposure sites at [Healthy WA](https://www.health.wa.gov.au/healthy-wa).
- 14.3. Hire group organisers must keep the Contact Register for at least 28 days post booking.
- 14.4. Participant details on paper-based Contact Registers must be kept privately by the hire group organiser and they must be collected in a way that protects them from disclosure from other participants. Participant details must be provided to the City or Department of Health immediately upon request and not be used for any other purpose (e.g. marketing).
- 14.5. Adhere to room capacity numbers which are listed on the website and displayed on the community room door.
- 14.6. Where possible, it is encouraged that hirers continue to utilise external doors that provide direct access to the area booked.

15. Cleaning

- 15.1. Adopt the City's [Cleaning Protocol for Frequently Touched Surfaces & Equipment](#) and complete the cleaning log as provided by the City.
- 15.2. Active Recreation groups are required to adopt the abovementioned cleaning protocol for shared equipment.
- 15.3. Where practicable, Active Recreation groups are discouraged from sharing equipment.
- 15.4. General surfaces and fittings must be cleaned in the hired area when they are visibly soiled and immediately after any spillage.

16. Hygiene

- 16.1. Hand sanitiser is recommended to be made available to participants prior to, during and post session and participants should be encouraged to utilise prior and post group session.
- 16.2. Ensure no sharing of water bottles, towels and/or mats by participants.
- 16.3. Minimal sharing of equipment is encouraged. Participants are encouraged to bring their own equipment where possible.
- 16.4. Communicate the following to participants:
- 16.5. Not to attend the session if they feel unwell and to seek medical advice.
- 16.6. Limit physical contact where possible.
- 16.7. Where applicable, come ready to participate as participants are encouraged not to use the City's toilets to change. Participants should have a 'get in and get out' attitude.

17. Education

- 17.1. Communicate and encourage the appropriate behaviours to participants.

18. Incident Response

- 18.1. If a person is showing serious symptoms of COVID-19 (eg difficulty breathing) contact 000 for urgent medical attention.
- 18.2. Any member who appears unwell should be requested to leave immediately and seek medical advice from their General Practitioner or get tested.
- 18.3. Close off the affected areas and do not let others use them or enter them until WA Health advice has been received and followed.
- 18.4. If you are aware that someone in your group has been in contact with other participants and has had a case of COVID-19:
 - 18.4.1. Ring the COVID-19 Hotline 24/7 – 1800 020 080.
 - 18.4.2. Contact the City immediately for advice on progressing activities – 9411 3444.

19. Industry Advice or Guidance

- 19.1. The City of Cockburn's Special Conditions of Usage supersede other Industry Advice or Guidance; however, should the other Industry Advice or Guidance take a more risk averse approach to any of the above, the Industry Advice or Guidance should be implemented.

Failure to comply with these Terms & Conditions may impact future bookings.