



# Regular Hire – Community Facilities Application Form

Complete the digital form and **Save As** before you return your application form by email.

## Applicant

Applicant name (club/organisation/client):

Address:

Postcode:

## First Contact

Position in organisation:

Name:

Surname:

Home telephone:

Work telephone:

Mobile:

Email:

## Second Contact

Position in organisation:

Name:

Surname:

Home telephone:

Work telephone:

Mobile:

Email:

## Organisation/Club Details

Not for profit/community group    Standard (See Fees and Charges Schedule)

Does your group have Public Liability Insurance? (Provide a copy of your most recent certificate)

Yes  No

Does your group have a Certificate of Incorporation? (Provide a copy of your most recent certificate)

Yes  No

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.

## Contact Permission

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

If Yes, what information would you like the City to make publicly available

- Phone  
 Email

**Application Forms must be returned as an electronic attachment by email to:  
E [bookings@cockburn.wa.gov.au](mailto:bookings@cockburn.wa.gov.au) Incomplete applications will not be accepted.**

**City of Cockburn** 9 Coleville Crescent Spearwood 6163 T 08 9411 3444 F 08 9411 3333 [cockburn.wa.gov.au](http://cockburn.wa.gov.au)

# Regular Hire – Community Facilities Application Form

Booking Details			
Name of facility:			
Name of room(s) required:			
Start and finish times to include set-up and pack-up. Minimum of 1 hour and then 30 minute increments for all bookings Booking frequency <b>KEY</b> . Key: (W) weekly (F) fortnightly (M) monthly (O) other (e.g. 2nd Tuesday of every month)			
Booking start date:		Booking finish date:	
Day	Start time (include set up)	Finish time (include pack up)	Booking frequency/activity (Refer to <b>KEY</b> above)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Type of activity, e.g.: Karate, Jazz Dance Class (be specific)			
Approximate no. of people attending (adults & children):			
Age(s) of participants:			
Booking Variations			
Will your booking continue through the school holidays?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your booking continue on public holidays?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other dates the booking will not be required?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Variation dates (only for cancellations):			
Booking Changes			
For all hire extensions complete a <b>Change of Booking Form</b> . For all additional bookings complete a <b>Casual Venue Hire Booking Form</b> and please contact the Bookings Team. Standard conditions of hire and bond will apply and hire fees paid upfront or charged to your existing account.			
All extra hires will require the booking forms be submitted and confirmed a minimum of 15 Business Days prior to booking date.			
All cancellations other than the exclusions specified above, 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.			
Swipe card/Keys			
Please provide all swipe card and key numbers:			
Declaration			
<i>I declare all information on this application form are true and correct and in accordance with the Terms and Conditions of Hire</i>			
Name:		Date:	
Signature: (not required for electronic version)			Phone:
Office Use Only:			

# Regular Hire – Community Facilities

## Terms and Conditions of Hire

### 1. Applications/Bookings

- 1.1 All applications must be on the official application form.
- 1.2 Applicants must be 18 years of age or over.
- 1.3 All bookings are to be confirmed in writing a minimum of 3 weeks prior to the booking start 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 1 hour with 30min increments allowed thereafter.
- 1.6 Application Forms must be returned as an electronic attachment to E: [bookings@cockburn.wa.gov.au](mailto:bookings@cockburn.wa.gov.au)

### 2. Charges

- 2.1 Costs of hire and bonds are in accordance with the current Fees and Charges Schedule.
- 2.2 Late Application Fees apply, see Fees and Charges Schedule.

### 3. Regular Users

- 3.1 Regular users will make payment of hire charge on a monthly basis. Payment will be due within 30 days of invoice.
- 3.2 Regular users must submit a separate application for one off events including a bond.
- 3.3 Regular users must include 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. Please ensure the facility is large enough to accommodate your patrons.
- 3.5 All cancellations are to be completed on a Change of Booking Form at least 3 working days prior to the current date.
- 3.6 Regular hirers operating their business from a Community Centre will be restricted to a maximum of 2 sessions per week.
- 3.7 Applications for the renewal of a regular hire must be fully completed and submitted as per the request or you will forfeit your hire time and day.

### 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 Bond refunds will be made by direct

debit. Bank account details should be provided when completing or cancelling your hall hire.

- 4.5 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.
- 4.6 Failure to arm the security system and secure the building on completion of a booking may incur a charge to your account.
- 4.7 Call outs for CoSafe Security Patrols caused by the hirer or resident complaints will incur a fee to the hirer.
- 4.8 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.
- 4.9 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 Vehicles must only use the parking bays provided. No parking on grassed areas.
- 5.2 It is imperative that the hirer must not enter the facility before or after times booked and paid for.
- 5.3 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.
- 5.4 Bouncy Castles, inflatable obstacle courses and amusements are not permitted inside any venues.

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

### 8. Cleaning

- 8.1 At the conclusion of the session the hirer shall:
  - 8.1.1 Leave the 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 the City.

### 9. Keys/Security

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

### 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