

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 business 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 Name:	Surname:	
Company/Organisation Name:			
Is the organisation Not for Profit (please include a copy of Certificate of Incorporation) Please circle			No
Address:			
Suburb:		Postcode:	
Phone No.:		Mobile No.:	
Email address:			

Booking Details			
Type of Event: <small>(e.g. Birthday, Wedding etc...</small>			
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 2.00pm – 4.00pm

Function 4.00pm – 10.00pm

Pack 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.

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Will you be charging attendees a fee for the activity?	Yes	No
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If Yes, please specify (Door cover charge, donations at door)

Will you be using a PA system or having a DJ	Yes	No
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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 alcohol? Please Circle	Yes	No	BYO	Provided
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Please complete the Application for Consent to Consume Liquor on Council Premises.

Do you wish to sell alcohol? Please Circle	Yes	No
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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

Will food be served or consumed in or around the grounds hired? Please Circle	Yes	No
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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
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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.

Do you have Public Liability Insurance?	Yes	No
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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 the Company's Public Liability Insurance

Will private security services be required?	Yes	No
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"High risk" functions such as 16th – 25 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 registered security company is to be provided to the City prior to collecting the access card."

City of Cockburn Recreation Services

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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 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.

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5.14 Function set up and clean up time is to be included with the time booked and paid for
Conditions of Hire – Applicable to all City of Cockburn Facilities

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

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:			

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, "Hyatt Centre", 1/87 Adelaide Terrace, East Perth

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

Office Use Only		
Received by:		
Date:		
Application:	Approved	Not Approved
Authorising Officer:		
Date:		

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General Information Sheet

Thank you for your enquiry regarding a booking with the City of Cockburn. This information is a quick guide to help with some popular questions.

Booking times

When organising your function please remember to include your set up and pack up time in your hall hire time. All deliveries and collections to the hall are to be included in this time.

Invitations

Under no circumstances can an event to be held in one of the City of Cockburn's Community facilities be advertised on social media or the internet without approval from the City.

Decorations

Decorations such as balloons or streamers are permitted provided they are cleaned away at the end of the function.

Helium balloons are permitted provided they are anchored. Please ensure they are removed at the end of your hire, as to not activate the alarms.

Confetti or any similar materials are not permitted either inside or outside the facility.

Please feel free to use any free standing decorations. You may tape decorations to the windows, just be mindful to remove them at the end of your hire. Please do not tape decorations to any painted walls or ceilings, as they cause damage to the interior of the building.

Amusements

Mechanical amusements are not permitted inside the hall eg. bucking bull, bouncy castles.

Music

Live bands and smoke machines are not permitted. But please feel free to have a jukebox or any other type of music.

Cooking

All of the City Community facilities come with a domestic fridge/freezer, domestic size oven, microwave and urns. Trestle tables and chairs are also included in the hire. Portable outdoor appliances such as gas heaters, barbecues and gas bottles are not allowed within any of the facilities.

Cleaning

At the end of your booking time please remember to remove all items from fridge and freezer and disposed of them. All floors to be swept cleaned, and all tables to be wiped down and placed in store room.

Failure to arm the security system on completion of a function/booking may incur an \$80.00 fee from CoSafe. If you have any further queries please do not hesitate in contacting us on 9411 3444

City of Cockburn Recreation Services 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 <input type="checkbox"/> Once Only Bond <input type="checkbox"/> Cancel Bond <input type="checkbox"/> Standing Bond <input type="checkbox"/> 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 Credit Card Authorisation Form

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.