CONDITIONS OF HIRE - COMMUNITY FACILITIES

ALCOHOL & GAMING

- The Hirer is responsible for ensuring that all Liquor and Gaming Licences necessary for the booking are in place.

APPLICATIONS
- All applicants must be 18 years of age. Proof of age is to be provided on application.
- Approved Hirers may not transfer the right to hire to another person or organisation.
- All bookings are tentative until a signed Facility Hire Contract is returned by the Hirer.
- Hirers shall observe all conditions of the Local Government and Public Property Local Law 1999.
- The City of Wanneroo reserves the right to refuse to let a facility or any portion thereof without assigning any reason for refusal.

BONDS
- All bonds are payable 14 days prior to the booking date.
- The bond or parts thereof may be forfeited if the Conditions of Hire are not fulfilled.
- Bonds will be refunded via cheque to the person named on the bond receipt within 14 business days of the booking date, on the provision that the facility is left in a satisfactory condition to the City.
- The Hirer must inform the City if any damage is discovered prior to booking. Failure to do so may jeopardise the bond.

CANCELLATION and REFUNDS
- The City of Wanneroo reserves the right to cancel any bookings and will give written notice within 28 days to the Hirer. Any amounts paid will be fully refunded.
- Cancellation by the Hirer must be received in writing 14 days prior to the booking date.
- All cancellations of, or alterations to a booking by regular or seasonal users must be made in writing a minimum of 14 days prior to event/booking.

CLOSURE OF FACILITIES
- Facilities may be closed down at anytime by City of Wanneroo Officers or Police Officers should the Conditions of Hire not be maintained.
- The City reserves the right to close any building or reserve at any time to facilitate urgent maintained needs or remove any risks. Where practicable alternative options will be provided.

CLUB EQUIPMENT
- All club equipment and property is to be removed from the reserve on the completion of the seasonal hire period, unless the facility is leased by the club from Council. Clubs are not to erect or install any equipment without approval from Council.

CURFEW
- The curfew for activities and functions held within City of Wanneroo are:
  - Buildings
    - Sun – Wed 8:00am to 10:00pm
    - Thur 8:00am to 11:00pm
    - Fri & Sat 8:00am to midnight
  - Reserves
    - Sun – Thur 7:00am to 10:00pm
    - Fri & Sat 7:00am to 11:00pm
  - Warradale Community Centre & Clubrooms
    - Alcohol functions to cease at 9.00pm and halls locked and all out by 11pm. Maximum bond applies.
    - Special conditions may apply depending upon location and nature of the activity.

FEES
- All fees are set in accordance to the City’s Schedule of Fees and Charges and are payable in full prior to the commencement of the booking or as laid down on the Facility Hire Contract.
- Applications to waive fees and charges will be considered under the City’s Donations, Sponsorships and Waiver of Fees and Charges Policy

GLASS BOTTLES
- The use of glass bottles is not permitted on any City of Wanneroo Reserve or Open Space.

GROUND ENTRY FEE
- No club shall charge an entry fee to any of Council’s reserve unless the charge has been authorised in writing by the Manager Community Programs and Services.

GROUND MARKING
- All Clubs are responsible for marking of grounds and providing any other equipment related to ground marking and the only approved material for line marking is water based marking paint.

HIRER’S EQUIPMENT
- Articles and goods left during and after the hire of a facility are left at the Hirer’s/owner’s risk.
- All Hirer equipment must be removed immediately after the booking unless prior arrangement has been made with the City’s Community Facilities Officer.

HOUSEKEEPING
- The use of confetti or similar materials is strictly prohibited.
- Rubbish should be removed from the facility and placed in the external bins provided.
- Tables and chairs are supplied in buildings - these must be returned to the correct storage area. Chairs must be stacked no more than 10 high.
- All decorations must be removed after the completion of function. No decorations are to be fixed to fans, air conditioners or heating appliances.
- All areas and equipment should be left in a clean and tidy condition immediately after use.
- All cleaning products and equipment required to clean the facility are to be provided by the Hirer.
- Hirer’s are responsible to provide crockery and cutlery and to remove them after use.
- All set and clean up must be completed within the agreed hours of hire.
- The use of smoke machines within the City’s buildings is strictly prohibited.

INSURANCE
- Hirers are responsible for ensuring that all relevant insurances are in place for the booking.

KEYS
- Key can be collected from the appropriate keyholder 30 mins prior to the commencement of the booking and should be returned within 30mins of the completion of the booking.
- Entry to the facility is for the approved times and area of booking only.
- The Hirer must carry a copy of the Facility Hire Contract for the duration of the booking.
- Keys must not be passed onto others.
- Lost keys will result in an additional charge.

NOISE
- All noise levels must be controlled by the Hirer and should comply with the Environmental Protection (Noise) Regulations 1997.
- The costs of an Environmental Health “call out” to the facility or reserve during its period of use shall be deducted from the hirer’s bond.

PARKING
- Parking should be within designated parking bays.
- Vehicular access onto reserves is prohibited unless approved by Community Facilities.

PUBLIC OPEN SPACE
- Please note that all parks are designated as Public Open Space. As such, the City of Wanneroo cannot offer any exclusive use for any booking and cannot exclude any member of the public from entering any ground, reserve or park.

SAFETY
- Hirers are responsible for the safety of their guest/members.
- The supervision and behaviour of children is the responsibility of the parents or guardian at all times.
- The maximum capacity of each area of the facility must not be exceeded at any time.
- The Hirer is responsible for ensuring adequate first aid provision is made for the booking.
- The Hirer shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.
- High risk functions require licensed crowd control staff at a ratio of 1:50 patrons.

SEASONAL RESERVE HIRE
- Seasonal Sporting Reserve hire entitles the Hirer to two training sessions (up to 2 hours in duration) and one match session per week, per team during the relevant season.
- Floodlights will be controlled by the City based on the booking requirements and managed under the City Floodlighting Policy.

SIGNAGE
- Signage may be permitted subject to compliance with the City’s Advertising on Public Open Space Policy.

SMOKING
- Smoking is not permitted with Council buildings.

SPECIAL CONDITIONS
- Any special conditions relating to the facility will be set out on the Facility Hire Contract.

STORAGE AREAS
- All groups approved to utilise storerooms have the responsibility to maintain the cleanliness of those storerooms. The Hirer is responsible for any damage of loss of equipment.
- Storage is only permitted for the duration of the booking.
- The storage of alcohol is not permitted at any of the City’s Community Facilities.
- The storage of gas bottles in City of Wanneroo buildings is prohibited.
- The City will provide suitable locks for all City owned facilities.

13/109706 Conditions of Hire – Council Facilities