COMMUNITY FACILITIES

1. **Hire and Use**
   1.1 Bookings are for a minimum of one hour and half hour blocks thereafter.
   1.2 Tentative bookings will be held for a maximum of ten working days.
   1.3 An application for hire form **must** be completed and returned to the Bookings Officer.
   1.4 The hirer can only use the venue for the purposes shown on the completed hire form.
   1.5 Regular hirers are allocated fifteen minutes set-up and pack-up time immediately before and after the booking period free of charge.
   1.6 Hirers will be charged accordingly for overrunning their booking period and/or using areas of a facility that have not been paid for.

2. **Hire Fees (including GST) and Bond**
   2.1 Casual bookings will not be confirmed until the hire fees and bond has been paid. For regular bookings just the bond is required.
   2.2 Regular hirers will be invoiced at the beginning of each month for the previous month’s hire. Payment is due within 14 days from the date of the invoice, if payment is not made within this time; your booking may be reviewed.
   2.3 Hire fees are reviewed annually by the City with any changes becoming effective on 1st July.

3. **Bonds**
   3.1 Bonds will be refunded within three weeks of your final booking; given the City do not incur additional costs from your hire period. Additional costs may include but is not restricted to cleaning, maintenance, exceeding hire period, caretaker call out, damage to city assets.

4. **Cancellation of Bookings**
   4.1 Cancellation of a booking must be made in writing to the City.
   4.2 Hirers will be required to pay 100% of the hire fees for any bookings cancelled within seven days of the booking.
   4.3 Occasionally the City may need to cancel or reschedule bookings; where possible the hirer will be given 21 days notification and an alternative venue.
   4.4 Fridays and Saturdays between midday and midnight are peak booking periods. Regular bookings during this period may be cancelled if the space is required for an alternate one-off function.

5. **Public Liability Insurance**
   5.1 Regular hirers must have Public Liability Insurance cover to a level not less than $10 million dollars. Not for profit or community group regular hirers must have Public Liability Insurance cover to a level not less than $5 million.
   5.2 Regular hirers must provide evidence of their Public Liability Insurance prior to confirmation of booking and provide a copy of any insurance renewal during the hire period, prior to expiry of the previous policy.
6. **Cleaning**
6.1 Cleaning equipment will be provided to ensure that the venue is left in a clean and tidy condition.
6.2 Hirer’s must clean areas they have hired by completion of the provided pack up time.
6.3 All rubbish must be removed from the facility at the end of your booking.
6.4 The City and/or caretaker are the sole authority on the cleanliness and condition of areas used by hirers upon completion of a booking.

7. **Equipment**
7.1 The setting up and storage of tables, chairs and other equipment is the responsibility of the hirer. Equipment must be packed away in the allocated storage area.
7.2 Furniture or equipment required other than that already provided within the hall or community centres must be supplied by the hirer at the hirer’s expense and shall be the liability of the hirer.
7.3 All electrical equipment brought into the halls and community centres must be in safe working condition, tested and tagged by an electrician to ensure electrical compliance.
7.4 Kitchen facilities support re-heating only and do not support full meal preparation.

8. **Storage**
8.1 Storage requests should be made in writing to the Coordinator Community Facilities. Only under these conditions can hirer’s equipment be stored.
8.2 Equipment is stored at the hirer’s risk.
8.3 Storage areas should be kept clean and orderly.
8.4 Upon ceasing use of a community facility, hirers have five days to remove their equipment. After this time the City will dispose of anything not removed and the hirer may be charged.

9. **City of Rockingham’s Responsibilities**
9.1 The City will:
   i. Endeavour to provide safe, clean and tidy facilities
   ii. Consider all reasonable hirer requests
   iii. Keep hirers informed of changes that may impact their booking
   iv. Ensure staff deal with requests swiftly and politely

10. **Hirer’s Responsibilities**
10.1 Where alcohol is being sold, an Occasional Permit must be obtained from the Department of Racing, Gaming & Liquor. A copy of the Certificate of Approval must be supplied to the Bookings Officer prior to the function.
10.2 Alcohol must be served in accordance with the Council’s Alcohol Policy, which can be obtained from the Council’s Environmental Health Services. The sale and/or consumption of alcohol is only permitted with the permission of the City.
10.3 Hirers must seek prior approval from the Coordinator Community Facilities before using equipment other than that which is already provided at facilities.
10.4 Posters/signs are to be displayed on notice boards provided. Hirers are not permitted to affix permanent signs.
10.5 Decorations may be affixed to walls using paint safe adhesives (such as blu-tac) only.
10.6 Neither the City nor its employees/volunteers shall be liable for any loss, theft or damage sustained by the hirer or any person attending a City facility during a period of hire.
10.7 Hirers are responsible for the behaviour of individuals attending City facilities during their agreed booking times. Admission and removal from a facility is strictly at the discretion of the City and/or caretaker.

10.8 Upon receiving a completed Application Hire Form, the City may deem a booking to be ‘high risk’ and further information may be sought from the hirer to ensure adequate security is in place. In this instance the City can insist hirers employ licenced security at their own cost. A WA Police Party Registration Form will also need to be submitted to the Bookings Officer.

10.9 The City reserves the right to refuse or cancel high risk bookings.

10.10 Music/noise levels must comply with the Environmental Protection Act (Noise) and comply with any orders given by the City.

11. Keys and Alarms

11.1 Facility keys and an alarm code will be allocated to regular hirers after their first four bookings and upon payment of a $50 key bond. The key bond will be refunded once keys have been returned upon ceasing use of a community facility.

11.2 Hirers who misuse their keys and/or alarm code may have their booking reviewed.

12. Special Conditions of Hire

12.1 Hillman Hall – For security purposes Hillman Hall has a large metal fence around it and fencing along the verandas of the facility. In case of an emergency, regular hirers are required to leave the access gate leading to the facility unlocked and unobstructed throughout their hire. Regular hirers are also required to ensure all fencing along the verandas is left unlocked and unobstructed throughout the hire. All gates must be closed and secured with the chain and/or padlock on completion of the hire period.

12.2 Singleton Hall – Due to the proximity of Singleton Hall to sandpits and local sporting courts/ovals and greens, the facility and surrounds is designated as a glass-free site.

12.3 Singleton Hall – Singleton Hall is the only City facility that permits 16th – 21st birthday parties.

12.4 Baldivis Recreation Centre – Due to the proximity of Baldivis Recreation Centre to the Baldivis Football Oval, the facility is designated as a glass-free facility. Hirers are not permitted to bring glass into the facility or its surrounds.

12.5 All City facilities close at midnight.

13. Caretaker

13.1 The City caretaker will meet the hirer at the facility on commencement and completion of their hire period for the first four bookings. If the Caretaker is required to attend the facility at any other time during the booking a call out fee will apply.

13.2 Hirers are required to contact the Caretaker at least three days prior to the date of their first booking. Contact details will be provided in due course.