

**BOOKING FORM**

**CASUAL HIRE OF FACILITY / RESERVE**

This form is an Application only and must be submitted a minimum of 14 days prior to your booking date.

Name of Contact Person:			
Name of Club or Organisation:			
Name of Event (if Applicable):			
Address:			Postcode:
Contact Numbers:	Hm:	Wk:	Mob:
Email:			
Bond Returned to:		Cheque <input type="checkbox"/>	EFT <input type="checkbox"/>
Type of Event <input type="checkbox"/> Family	<input type="checkbox"/> Sporting	<input type="checkbox"/> Community	<input type="checkbox"/> Commercial <input type="checkbox"/> Party <input type="checkbox"/> Fundraising
<input type="checkbox"/> Other, please identify			
Approximate number of attendees:			
Rooms	Rooms	Reserves	Public Open Space
<input type="checkbox"/> Pavilion <input type="checkbox"/> Rec Centre o <input type="checkbox"/> Function Room o <input type="checkbox"/> Function Room & Kitchen o <input type="checkbox"/> Kitchen o <input type="checkbox"/> Netball/Basketball Courts <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Town Hall	<input type="checkbox"/> BOS Kitchen (Bookings for the Kitchen are subject to evaluation)  <input type="checkbox"/> Dining Room	<input type="checkbox"/> Town Oval <input type="checkbox"/> Boddington Old School Oval <input type="checkbox"/> Stage, Old School <input type="checkbox"/> BBQ Area, Old School <input type="checkbox"/> Front Garden, Old School	<input type="checkbox"/> Rotunda / Foreshore  <input type="checkbox"/> Ken Austic Square  <input type="checkbox"/> Swimming Pool (lane Space)
<b>Booking Times:</b> Set up and clean is to be included in the booking time. Functions must conclude by Midnight. Cleaning must be completed prior to vacating the premises and will not be permitted to occur on the following day unless confirmed in writing from the Shire of Boddington.			
Date	Day	Start	Finish

**Permits**

The following information will allow us to determine if you require any additional permits for your event.

Do you wish to consume alcohol at the event? If so, you will need to complete a Permit to Consume Alcohol Form (available from <a href="http://www.boddington.wa.gov.au">www.boddington.wa.gov.au</a> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to sell alcohol at the event? If so, you will need to apply for a liquor licence through the Department of Racing, Gaming and Liquor, you will be required to present the licence to the Shire, prior to your event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food or drinks be sold or served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any children's/adult's rides at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any animals involved in the event: rides or on show?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require vehicle access to the reserve?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to erect any structures, such as tents, marquees, enclosures or spectator stands?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# COMMUNITY SERVICE FORM

## Please see Conditions of Hire.

The Conditions of Hire must be read carefully. It is retained for your information. A signature agreeing to accept the Conditions of Hire is part of the Declaration below.

**Public Liability Insurance**  Yes - A copy of our Public Liability Insurance cover is attached.

## Hire Fees and Bonds

For Fees and Bond Charges please refer to the Shire of Boddington's website [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au). Final hire fees and bond payments are required 14 days prior to the booking. Payments are to be made at the Shire of Boddington's Administration Building, 39 Bannister Road, Boddington, between 9:00am and 4:30pm weekdays.

Bookings made less than 14 days prior to the event date are subject to Manager approval.

BONDS will be returned either by cheque via the post or EFT, subject to the Conditions of Hire. This process will take a minimum of 2 weeks. Bonds will be returned to contact person on this form.

## Key Collection and Return

Where applicable, keys are available for collection from the Shire of Boddington's Administration Building, 39 Bannister Road, Boddington, between 9:00am and 4:30pm weekdays. Keys may be collected on the day of your booking or one working day prior to your booking. Keys must be returned on the first working day following your function.

## Declaration

I accept responsibility for ensuring compliance with Local Laws and conditions pertaining to the use of Council Property on behalf of the above named club/organisation/person and accept the Conditions of Hire provided with this form:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Please return to:

Shire of Boddington

39 Bannister Road Boddington WA 6390

[shire@boddington.wa.gov.au](mailto:shire@boddington.wa.gov.au)

T 9883 4999 F 98783 8347

## CONDITIONS OF HIRE

### Administration Use Only

Approved  Yes  No

Date Applicant Notified \_\_\_\_\_

By Phone  Email  Mail

Bond Payable \$ \_\_\_\_\_

Fee Breakdown

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total Hire Fee \$ \_\_\_\_\_

Receipt/Invoice Number \_\_\_\_\_

Date Booking entered \_\_\_\_\_

Officer \_\_\_\_\_

Key Collected  Yes  No

Appropriate staff notified  Yes  No

Staff notified \_\_\_\_\_

Reason \_\_\_\_\_

Staff notified \_\_\_\_\_

Reason \_\_\_\_\_

Please read these Conditions of Hire carefully prior to completing your Facility/Reserve Application form. Applicants are to retain the Conditions of Hire. The application form is to be returned to the Shire.

BOOKINGS

# COMMUNITY SERVICE FORM

- All bookings are subject to the Hirer being responsible for the compliance with legislative requirements including Council Policies, Local Laws and Regulations.
- Subject to written notice of cancellation being received:
  1. Three days or more prior to the booking, full refund of hire fees will be made.
  2. Less than two days prior to the booking, no refund will be made.
- The Hirer is required to be at least 18 years of age. Council reserves the right to refuse any booking if it is considered that such a booking is not in the best interest of the preservation of the Council's Facilities.

## FEES AND BONDS

- Fees will be set by Council and are subject to change without notice. Payment of bond, to cover cleaning/damage/additional usage and hire fee, is required prior to the use of the facility and/or reserve. No booking can be confirmed until payment of the bond and hire fees are paid in full a minimum to 14 days prior to the booking.
- Arrangements for the refund of the bond will be made subject to advice from the cleaning supervisor. Council reserves the right to deduct any fees for cleaning, reinstatement or repairs from the bond. Additional cost may be charged to the Hirer if any of the terms and conditions are breached.
- When keys are collected from the Administration Building the Hirer will be required to pay a \$115.00 Key bond and also a Cleaning bond of \$115.00, which will be refunded subject to the keys being returned in good condition and the facility being left in a clean and tidy manner.
- Council requires that all sporting associations and incorporated bodies provide Council with a copy of their insurance Certificate of Currency for Public Liability Insurance to \$10,000,000 (ten million dollars). A copy is to be forwarded to the Shire with the booking forms.

## ALCOHOL

- The CEO may permit the consumption of alcohol in Shire facilities under the following conditions:
  1. An application for permission to consume be returned no less than 14 days prior to the event.
  2. A responsible person be nominated on the application form, who will be in attendance at all times during the function.
  3. Permits will expire no later than 1am on the following day.
  4. The requirement of the Liquor Control Act 1988 being fully complied with.
  5. Liquor is consumed in an orderly manner.
  6. No liquor is served or consumed by persons under the age of 18 years.
- If alcohol is to be sold at the event the Hirer must obtain a licence to sell alcohol from the Department of Racing, Gaming and Liquor.

## DAMAGES AND CLEANING

- Any faults or damages to the facility/reserve and/or equipment, and any booked equipment that is not present, is to be reported to the Shires Administration Office (on 9883 4999 Monday- Friday 9:00am-4:30pm) prior to or after use. Please note that the Hirer is responsible for any reinstatement or repair cost as a result of their usage.
- Functions must conclude within the nominated hours of hire, this includes set up and clean up.
- The facility/reserve is to be left in a clean and tidy manner. Please ensure that all rubbish and waste is removed from the site.
- Crockery that is used is required to be washed and put away at the conclusion of the event.
- Hirer is responsible for setting up, packing away and cleaning any furniture required; Hirer shall replace all furniture in its original position.
- At the CEO's discretion the Hirer may erect decorations, providing they are not fixed, cause no damage to the facility and are removed at the end of the event.

## DISTURBANCES – NOISE, UNRULY BEHAVIOUR AND SMOKING

- Should a Shire of Boddington Employee be called out as a result of the Hirer's non-compliance with any condition of hire, a call-out fee will be deducted from the bond. The Employee shall have the authority to terminate the hire arrangement forthwith in the event of non-compliance if in the Employees reasonable opinion it is likely to continue.
- The Hirer shall be responsible for the conduct of patrons at the event, and is responsible for ensuring that patrons leave the facility by midnight or at the conclusion of the event, whichever is earlier.

# COMMUNITY SERVICE FORM

- Smoking is prohibited in enclosed spaces.
- In accordance with the Environmental Protection (Noise) Regulations 1997, noise must be kept to a minimum between 10pm and 7am Monday to Friday, and between 10pm and 9am Sundays and public holidays.
- All live, recorded or amplified music or entertainment must not proceed past midnight (unless prior approval in writing has been obtained from the CEO).
- If the event will affect nearby residents (noise, traffic, parking) the Hirer is required to notify affected residents a minimum of 7 days prior.

## RESERVES/PUBLIC OPEN SPACE

- No pointed objects of any type are to be driven into the surface of any sport ground/reserve. Alternative anchorage methods for stabilising temporary structures are to be used.
- Sprinklers or underground services to ovals/reserves are not to be removed or damaged.
- No vehicle access or parking on reserves is permitted (unless otherwise approved by the Shire prior to your event).
- Hirer is responsible for the line marking of the sports grounds. Water based PVA paint should be used for all ground marking. No lime, creosote, kerosene or herbicides such as roundup (glyphosate) are to be used for the reserve marking.
- All use of the grounds/reserve, change rooms, and floodlighting shall cease by 10pm, unless otherwise determined by the Shire.
- The Hirer shall be responsible for the provision, placement, use, removal and storage of portable goals or structures. All portable/temporary structures are to be approved by the Shire.

## FACILITIES

- Hirer shall not invite more guests than specified at the time of booking facility. Section 178(1) Health Act 1911 states that the facility capacity maximum persons as indicated must not be exceeded.
- Extreme care must be taken when transporting and positioning tables and chairs in order that such equipment does not damage the floor or walls.
- The driving of tacks, nails, screws or affixing of adhesive materials, etc into or on any of the woodwork or walls or any part of the buildings, equipment or fixtures, is not permitted.

## SPECIAL EVENT

- If your event offers rides or other entertainment activities that may affect the safety of participants or spectators, operators are required to have Public Liability Insurance to \$10,000,000 (ten million dollars) and a current safety certificate for all rides. The Shire will require copies of these with your booking forms.
- Adequate rubbish disposal (eg. Lined waste bins) where necessary, is to be provided. Ongoing cleaning and hygiene measures must be put in place for the event. (eg. Cleaning toilets, emptying bins)
- Any electrical work that is carried out for the proposed event/activity is required to be undertaken by a qualified electrician and a Certificate of Electrical Compliance is to be completed, signed and returned to the Shire of Boddington, no less than 7 days prior to your event.
- Final approval of the event is subject to the Hirer meeting any conditions from the Police Department, Main Roads Department and other government bodies wherever applicable.
- Functions that are determined to be high risk require licensed Crowd Controllers and notification to the local police. Crowd Controllers, licensed under the Securities and Related Activities (Control) Act 1996 are to be employed at a ratio of two (2) crowd controllers for the first 100 patrons, and then one crowd controller for each additional 100 patrons or part thereof.
- Hirers are obliged to take all practical measures to ensure disability access to events.

## PERMITS

- Permits are required for the preparation, handling, storage and cooking of food and beverages intended for sale. Applications to operate a temporary food stall need to be completed and approved prior to the event. Information and applications can be obtained from the Principal Environmental Health Officer at the Shire on 9883 4999.
- Activities involving the use of naked flames are not permitted, unless approved under special conditions. Fire control equipment, such as fire extinguishers must be provided.

## SHIRE RIGHTS

- The Shire reserves the right to close the facility/reserve for any reason such as emergency repairs or if the facility/reserve is required for an official function approved by Council.