

**BOOKING FORM**

**SWIMMING POOL AND LANE HIRE**

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:						
Type of Event	<input type="checkbox"/> Family	<input type="checkbox"/> Sporting	<input type="checkbox"/> Community	<input type="checkbox"/> Commercial	<input type="checkbox"/> Party ___yrs	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Other, please identify						
Approximate number of attendees:						
Lanes Required:			Pool required after hours: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Booking Times:</b> Set up and clean is to be included in the booking time. 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.						
<b>Date</b>	<b>Day</b>	<b>Start</b>	<b>Finish</b>			

**Permits**

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

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
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

**Equipment**

If additional equipment to what is stored at each facility is required, please indicate below. An additional fee will be applied for extra equipment as this is not covered in the hire fee for the facility.

Do you require:			
Tables	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many:
Chairs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many:
Bins	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many:
Other (please describe)			

**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.

# COMMUNITY SERVICE FORM

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

## Pool Manager Requirement

Use of the Boddington Swimming Pool without the current pool Manager being in the facility is not permitted. Any hours required for your event, such as set up and pack up will be charged.

## Hire Fees

For Fees 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.

## 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

### Administration Use Only

Approved  Yes  No

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

By Phone  Email  Mail

Fee Breakdown

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

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

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

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

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

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

By Officer \_\_\_\_\_

Appropriate staff notified  Yes  No

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

Reason \_\_\_\_\_

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

Reason \_\_\_\_\_

## CONDITIONS OF HIRE

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

- 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

- Fees will be set by Council and are subject to change without notice. No booking can be confirmed until payment of the hire fees are paid in full a minimum to 14 days prior to the booking.
- Additional cost may be charged to the hirer if any of the terms and conditions are breached.
- 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.

### DAMAGES AND CLEANING

- Any faults or damages to the facility 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) or directly to the Pool Manager 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 is to be left in a clean and tidy manner. Please ensure that all rubbish and waste is removed from the site.
- Hirer is responsible for setting up and packing away 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 at the conclusion of the event.
- Smoking is prohibited in the facility.
- 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. 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 facility is permitted (unless otherwise approved by the Shire prior to your event).

### FACILITIES

- Hirer shall not invite more guests than specified at the time of booking facility. Section 178(1) Heath 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 facility.
- 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 dining tables, toilets, emptying bins)
- Final approval of the event is subject to the organiser/hirer meeting any conditions from the Police Department, Main Roads Department and other government bodies wherever applicable.
- 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.