

# Application to hire George Burnett Leisure Centre

Cnr Manning Rd and Elderfield Rd, Karawara

The City of South Perth (the City) will only confirm your booking when all the relevant documents and payments have been received by the City within the two weeks of the proposed booking date. Failing this will incur a **LATE FEE** as per the fees and charges schedule. Information regarding the availability or costs of facility hire given prior to the assessment of an application is given as an indication only. It does not constitute approval of the application. The City, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. **All applicants must be over 18 years of age.**

## Applicant contact details

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative contact (if different to applicant): \_\_\_\_\_

Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

Will you require an invoice from the City of South Perth for any associated fees? YES  NO

Please enter the correct details for invoicing (**please note that invoice details cannot be changed or amended once processed**):

Same as applicant details as above

Name: (organisation or person) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Where the City refunds the bonds or hire fees it will do so by cheque only. The cheque will be made out to the person or organisation named below and posted to the address listed below (**please make sure the details provided below are correct as the cheque cannot be re issued**):

Same as applicant details as above

Same as invoice details as above

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

**OR**

Organisation : \_\_\_\_\_

Postal address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## Please indicate the type of booking and the resource you would like to hire

<input type="checkbox"/> Casual Booking	<input type="checkbox"/> Recreation Hall →	<input type="checkbox"/> Full Court Basketball
<input type="checkbox"/> Regular Booking	<input type="checkbox"/> Seminar Room 1	<input type="checkbox"/> Half Court Basketball
	<input type="checkbox"/> Seminar Room 2	<input type="checkbox"/> Indoor Soccer
	<input type="checkbox"/> Meeting Room 3A	<input type="checkbox"/> Volleyball
	<input type="checkbox"/> Meeting Room 4	<input type="checkbox"/> Badminton → No. Courts _____
		<input type="checkbox"/> Other

## Additional information

A. Please provide a brief description of the proposed activity i.e. type of activity, number of attendees, age group of attendees.

\_\_\_\_\_

\_\_\_\_\_

B. Please list any equipment you may require i.e. number of tables and chairs or whiteboards (included in hire). Extra fees apply for data projector hire, urn hire, portable amplifier.

\_\_\_\_\_

C. Will you be charging attendees a fee for the activity? YES  NO

If **YES**, please provide details \_\_\_\_\_

D. Is your group an Incorporated Not for Profit Organisation? YES  NO

If **YES**, you must attach a copy of your Certificate of Incorporation to this application.

E. Does your group have valid Public Liability Insurance? YES  NO

If **YES**, you must attach a copy of your Certificate of Currency to this application (stating who the policy covers, under what conditions it covers and the geographical limits of the cover).

F. Does your group have a website or promotional material for potential clients? YES  NO

If **YES**, please provide a web address and/or attach any flyers for community enquiries.

G. Will food be served or consumed? YES  NO

If **YES**, please provide a brief description. Please note, external caterers are required to provide Public Liability Certificate of Currency and a copy of the Food Act 2008 registration licence.

**CASUAL BOOKINGS ONLY**

1. Please list date/s for booking. If more than one date is requested please specify each date. **All setup and pack down time must be included in the booking time specified. Hire fees will be based on the entire time specified:**

Day	Date	Start time (include setup time)	End time (include pack down time)

**REGULAR BOOKINGS ONLY**

2. Please list all dates, days and times required in the below table. **All setup and pack down time must be included in the booking time specified. Hire fees will be based on the entire time specified:**

	Date	Start time (include setup time)	End time (include pack down time)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>Start date</b>		<b>End date</b>	

Please circle frequency required: Weekly/ Fortnightly/ Monthly

Please list any dates not required throughout the year i.e. public holidays and/or school holidays

## Declaration of responsibility

I am/We are authorised on behalf of, or I am/we are, the permit applicant and hereby declare that I/we have read and fully understand this Permit Application and the Permit Conditions as provided by the City of South Perth, pertaining to this application for use of a City of South Perth community facility. By signing this Permit Application I/we agree to abide by these conditions and accept all associated requirements of these conditions. I/We declare that I/we have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of bonds and potential prosecution. I/We acknowledge that I/we have completed and returned all attached application forms relevant to my/our proposed event, and agree to abide by all conditions applied.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

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

### APPLICATION CHECKLIST:

*please take a minute to check if you have provided all supporting documents that may be required with your application.*

- Have you answered ALL questions
- Provided a copy of Certificate of Incorporation
- Provided a current copy of Public Liability for your organisation
- Provided a copy of Public Liability for caterers
- Provided a copy of the Food Act 2008 registration licence for ANY outside food/drink provider being used
- Completed a Trading Licence Application
- Completed a Temporary Signage Application

# Permit conditions George Burnett Leisure Centre

## LIABILITY

The City hires its facilities for functions as a service to the community. The City will take all reasonable care to ensure that facilities are in a fit and clean condition for use. The City will not be held liable or accept liability for any loss or damage to any person, profit or property resulting from the hirer's use of the facility. This includes the grounds, car parks or buildings and any thoroughfare appurtenant to the public property. Facility users are responsible for all activities and occurrences associated with the hire/function and must obtain the appropriate insurance covers for assumed and or recognised risks in conducting the function, including risks associated with public liability and the storage of equipment. The hirer agrees in signing the Permit Application to indemnify and keep the City indemnified for any loss or damage to any person or property as identified above.

The City of South Perth is required to sight current and accurate copies of all applicant Public Liability insurance certificates for all activities that in the opinion of the City, may contain high level associated risks. It is also the hirer's responsibility to ensure that any contractor and or sub-contractor used for any tasks or services associated with the activity, hold current and accurate Liability and Worker insurance certificates. The City requires that all applicants arrange Public Liability cover to indemnify the City against legal action for death, injury or damage to persons, profit or property of any kind for all commercial, spectator, fundraising, sporting, filming and photo shoot, and high risk activities.

It is the club's or group's responsibility to ensure that persons working with children comply with the 'Working with Children (Criminal Record Checking) Act 2004'. It should be noted that the City does not provide first aid assistance within any of its facilities.

## FEES & CANCELLATIONS

The City of South Perth shall only accept and confirm a Permit or Booking Application when all relevant documents are received by the City within the nominated time frame. For built facilities, the time frame is 2 (two) weeks prior to the function. All Fees and Charges must also be received by the City within the time frames outlined on the applicants' confirmation letter, and for facility user groups with invoices, regular or casual, all account balances must be paid in full within 7 (seven) days from the date of invoice. Regular user groups must not exceed prescribed account limits. Failure to adhere will result in Late Fees being applied, referral to debt collectors and or non-approval for future activity.

The City reserves the right to refuse any facility booking for any reason. The City may cancel the booking for any reason at any time. If an applicant cancels more than one month before the activity they are entitled to a full refund of all Charges and Bonds that apply to that booking. If the applicant cancels less than one month before the activity or for regular built facility users, less than 48 (forty eight) hours, they may apply to the City to change or alter the activity to another date. The City may approve of a change or

refuse the change at its discretion. If the City refuses the change then the applicant incurs a minimum cancellation fee as set out in the Fees and Charges Schedule.

Applicants must pay all bonds that apply to facility bookings as set out in the City's Fees and Charges Schedule. Where the City refunds the bonds, it will do so by cheque only. Any damages caused to any City facility that exceeds the Hall Bond paid will be invoiced for full payment within 7 (seven) days of the invoice date. The City will withhold the bonds, or any portion of the bonds for the following, but not limited to, reasons:

- Any damage to the City's facilities or equipment caused during or as a result of the activity or Keys are not returned by the required dates
- The Facility is not left in a clean and tidy condition
- Smoking internally and or unauthorized consumption of alcohol has occurred

Groups will incur a standard fee for the entire amount of time they are occupying the specific facility i.e. set up at 10am, leave at 12noon to come back for a 4pm start to finish at 9pm, the fee will be from 10am to 9pm.

Removal of all equipment must be within the booked time frame. Any groups wanting to utilise storage options within built facilities must complete a 'Storage Permit' and pay the standard storage fee as per the fees and charges schedule (if available).

#### **APPLICANT RESPONSIBILITIES**

Standard user group responsibilities for all facilities must:

- Show respect and courtesy for other users of the facility and those nearby
- Take responsibility for the actions and behaviours of all people who attend
- Not allow confetti or other similar materials to be used
- Not allow any object to be dragged or bounced inside built facilities
- Keep outside doors and windows closed whenever possible
- Not allow vehicles to be parked outside of marked parking bays
- Ensure all deliveries to the Facility occur within the approved hire times
- Secure the premises by closing and locking all doors and windows and gates
- Ensure the facilities are vacated within the agreed hire period
- Leave the facility in a clean and tidy condition, with swept floors, tables etc.
- Mop and or wipe any floor, table, chair etc. that is dirty or has something spilt on it, clean away all decorations and food stuffs, stack all tables and chairs in their designated storage area and place all rubbish in the bins provided

Every hirer/person shall observe all conditions of the Local Government and Public Property Local Law 2011.