

Application to Hire – George Burnett Leisure Centre

The City of South Perth, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. Any information regarding the availability or costs of the facility hire given prior to the assessment of any application is an indication only and is not an assurance of approval. The City of South Perth shall only confirm usage when all relevant documents and payments are received by the City within the standard booking time frame of two (2) weeks prior to the proposed booking date. Failing this will incur a **LATE FEE** as per the fees and charges schedule. (All applicants must be over 18 years of age).

Applicant Contact Details

Mr/Mrs/Miss/Ms Surname: _____ First Name: _____

C/- Organisation (if applicable):

Postal Address: _____
Postcode: _____

Contact Number: _____ Mobile: _____

Email Address: _____

Alternative Contact: _____ Telephone _____

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

If **YES**, please enter the correct details for invoicing (**Please note: Invoice details cannot be changed once processed**).

Name: _____ Contact Number: _____

Postal Address: _____
Postcode: _____

Email Address: _____

Please indicate the nature and required space of booking

Casual Booking Regular Booking	Recreation Hall	→	Full Court Basketball
	Seminar Room 1		Half Court Basketball
	Seminar Room 2		Indoor Soccer
	Meeting Room 3A		Volleyball
	Meeting Room 4		Badminton
			Netball
			Other

Booking 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 that is available i.e. Number of tables and chairs, 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 in or around the facility? YES ☐ NO ☐

If **YES**, please provide a brief description. Please note, external caterers are required to provide Public Liability Certificate of Currency

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.**

Day	Date	Start Time (include setup time)	End time (include pack down time)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Start Date		End Date	

Please circle frequency required:

Weekly/ Fortnightly/

Monthly

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

Permit Conditions – George Burnett Leisure Centre

LIABILITY

The City hires its facilities for approved activities as a service to the community. The City will take all reasonable care to ensure that its facilities are in a suitable 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 (but is not limited to) the hired facility, grounds, car parks, buildings and any thoroughfare appurtenant to the facility.

Facility users are responsible for all activities and occurrences associated with the hire/activity and must obtain appropriate insurance coverage for assumed and or recognised risks in conducting the hire/activity, including risks associated with public liability and the storage of equipment.

Note: The City maintains casual hirer's liability insurance for its facilities that provides some coverage for any person or group of persons (excluding sporting bodies, clubs, associations/incorporated bodies and corporations/commercial hirers) who hire a City facility for non-commercial or non-profit making purposes, up to eleven (11) occasions per calendar year.

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 hirer is responsible for providing current and accurate copies of all insurance certificates to the City for all activities, including activities that may contain high level associated risks. It is also the hirer's responsibility to ensure that any contractor and/or sub-contractor/s used for any tasks or services associated with the hire/activity, holds 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 hirer'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 10:00am, leave at 12:00noon to come back for a 4:00pm start to finish at 9:00pm, the fee will be from 10:00am to 9:00pm.

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.

Declaration of Responsibility

I/We am authorised on behalf of, or I/We am, 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: _____