

Application to hire Manning Hall

2 Conochie Cres, Manning

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: _____

An invoice for any associated fees or bonds will be sent one month prior to the event date (**please note that invoice details cannot be changed or amended once processed**). Please enter the correct details for invoicing here:

Same as applicant details as above

Name: (organisation or person) _____

Address: _____

_____ Postcode: _____

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

- | | |
|---|--|
| <input type="checkbox"/> Casual booking <input type="checkbox"/> Regular booking | <input type="checkbox"/> Main hall - 270 people standing or 240 people seated <input type="checkbox"/> Kitchen <input type="checkbox"/> Meeting room |
|---|--|

Additional information

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

- B. Please list any equipment you may require ie: number of chairs, tables stage risers, screen. Please refer to the attached list.

- C. Will you be charging attendees a fee for the activity? YES NO
 If YES, please provide details _____
- D. How many people will be attending the activity? _____
- E. 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.
- F. Does your group have valid Public Liability Insurance? YES NO
 If YES, you must attach a current copy of your Certificate of Currency to this application.
- G. Will your group require storage at the chosen facility? (regular bookings only) YES NO
 If **YES**, you are required to complete and return an official '**Storage Application**' form to the City with this application, fees will apply.

Function bookings (in addition to the above questions A - G)

CASUAL BOOKINGS ONLY

1. Please list date/s for activity or function. If more than one date is requested specify each date.

DAY..... DATE..... MONTH..... YEAR.....

DAY..... DATE..... MONTH..... YEAR.....

DAY..... DATE..... MONTH..... YEAR.....

2. Time of activity. Please include period of use, including time for setting up and packing away.

| Begin set up time | Start time of function/activity | Finish time of function/activity | End pack up / dismantle time |
|-------------------|---------------------------------|----------------------------------|------------------------------|
| | | | |
| | | | |
| | | | |

3. Will alcohol be consumed at your function? Please circle: BYO / Provided YES NO

If YES, you are required to obtain authorisation from the City, as it is an offence to consume liquor on local government property without consent.

4. Do you wish to sell alcohol? YES NO

If YES, you are required to obtain and provide the City with confirmation of, a liquor licence from the Department of Racing, Gaming and Liquor under the requirements of the *Liquor Licensing Act (WA) 1988* and the City’s Public Places and Local Government Property Local Law 2011. Please visit www.rgl.wa.gov.au for application details.

5. Will food or drink be provided? YES NO

Please provide a brief description.

6. Is outside catering planned? YES NO

If YES, Public Liability cover and a copy of the Food Act 2008 registration licence for any external company must be provided with this application.

Please provide a brief description including the name of the catering company.

7. Will food, drink or other items be sold? YES NO

If YES, the applicant in conjunction with the proprietor of any food/drink stall must obtain approval from the City’s Environmental Health Services, no later than 10 working days prior to the event. Approval may be issued subject to compliance with set conditions, payment of service fees and completion of the standard **City of South Perth Trading Licence**

8. Will you have any form of amplified music at the event i.e. PA, DJ’s, juke box etc? YES NO

If YES, please provide a brief description, as City approval must be obtained prior to event:

All applicants must ensure all Noise/Music levels do not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. Please contact the City’s Environmental Health Services on 9474 0777 for assistance. All music / noise must be switched off by 10pm. Please Note: Music bands and drum playing are not permitted in hall

9. Do you wish to erect signage for your event? YES NO

If YES, you are required to complete a **City of South Perth Signage Application** and return with this application.

REGULAR BOOKINGS ONLY

1. Please list all dates, days and times required in the below table:

| | Begin set up | Event start time | Event finish time | End pack up |
|-------------------|--------------|------------------|-------------------|-------------|
| MONDAY | | | | |
| TUESDAY | | | | |
| WEDNESDAY | | | | |
| THURSDAY | | | | |
| FRIDAY | | | | |
| SATURDAY | | | | |
| SUNDAY | | | | |
| START DATE | | END DATE | | |

2. Please circle frequency required: Weekly / Fortnightly / Monthly

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

Permit conditions

LIABILITY

The City hires its facilities for approved activities as a service to the community. The City do not permit 13 years – 30 year old birthday parties, buck's nights, hen's nights or events deemed to be high risk determined by the City. 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 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. For facility user groups with invoices, regular or casual, all account balances must be paid in full within 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.

In the event of any cessation or interruption of electricity or gas supplies, industrial disputes, plant or equipment failure, other unforeseen contingency or accident, the City of South Perth reserve the right to cancel any booking or refund any deposit without notice.

Should the room reserved be unavailable, due to unforeseen circumstances, we reserve the right to substitute similar venues.

The City reserves the right to assign an alternative function room if the room originally booked is inappropriate or unavailable due to unforeseen circumstances. Every effort will be taken by the City to notify you as far in advance as possible.

The City reserves the right to refuse any 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 function, then 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 function, then 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.

It is the hirer's responsibility to test and become familiar with all audio visual equipment prior to the booking if provided in the facility as there is no after-hours support or remuneration of facility hire fees.

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 bond, it will do so by cheque or direct debit. Any damages caused to any City facility that exceeds the Hall Bond paid will be invoiced for full payment of recovery 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
- The swipe card/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.
- Use of open flame or candles

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 10pm, the fee will be from 10am to 10pm.

For two (2) day bookings fees are charged up until 1.00am on the first day and then from 6.00am the following day.

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. This applies to regular groups only.

CITY ENVIRONMENTAL HEALTH SERVICES

The applicant is to seek advice from the City's Environmental Health Services on (08) 9474 0777 at least one week prior to the proposed function, if the proposed function or hire is likely to include or require any of the following, as set out on the application form:

- Noise/Music levels must not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. Any amplified / Live music must be considered in this instance if to be emitted at the function. All music must be turned off by 10pm.

- The proprietor of any food or other stall or vehicle must obtain approval from the City's Environmental Health Services through a City of South Perth Trading Licences, where fees may apply.
- Any individual or gathering requesting the sale of alcohol are instructed to obtain the relevant licence from the Department of Liquor, Gaming and Racing under the requirements of the *Liquor Licensing Act (WA) 1988* and the City's Public Places and Local Government Property Local Law 2011. The City does not allow any kegs to be placed anywhere in City facilities. No smoking is permitted in and around any City facility.

APPLICANT RESPONSIBILITIES

Standard user group responsibilities for all facilities must:

- No tape or other materials are to be put onto the main floor area, as this will damage the sealed floor. Hirer will be responsible for repairs.
- 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
- No confetti or other similar materials to be used in and around the facility
- All balloons must be removed as they set off the alarm system
- Children are your responsibility and are not to access the stairway without parent supervision
- Arms are not to be removed from the chairs
- **No candles** permitted in the facility
- **No smoke machine** permitted in the facility
- No object to be dragged or bounced in the facility
- Keep outside doors and windows closed whenever possible
- No vehicles to be parked outside of marked parking bays
- Ensure all deliveries to the facility occur within the approved hire times
- Not display signs in, on or outside facilities without the City's consent
- Secure the premises by closing and locking all doors and windows and arming the facility
- Ensure the facilities are vacated within the agreed hire period
- Leave the facility in a clean and tidy condition, with swept floors, etc
- All equipment brought into the facility should be tested and tagged
- 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 on trolleys provided and place all rubbish in the bins provided.

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

Declaration of responsibility and acceptance of conditions

I am the applicant and hereby declare that I have read and fully understand this application and the Permit Conditions as provided by the City pertaining to this application for use of a City facility. By signing this application, I agree to abide by these conditions and accept all associated requirements of these conditions. I declare that I 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 acknowledge that I have completed and returned all attached application forms relevant to my proposed event and agree to abide by all Conditions applied.

Print name: _____ Date: _____

Signature: _____

Please direct all facility booking enquiries to the City's central booking office located at the George Burnett Leisure Centre on 9474 0777 or email enquiries@southperth.wa.gov.au

All additional forms or documents requested throughout the application form must be provided with the Application.

APPLICATION CHECKLIST:

please 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
- Provided a copy of Liquor Licence
- Completed a Trading Licence Application
- Completed a Temporary Signage Application
- Completed a storage application form (for regular groups only)

Application for a Trading Licence

In accordance with: *Public Places and Local Government Property Local Law 2011 - Part 3 (3.1) activities requiring a licence and Part 6 (6.2) a Activities allowed with a licence.*

| |
|---|
| 1. Business name: |
| 2. Email: |
| 3. Postal address: |
| 4. Name of applicant: |
| 5. Contact phone number: |
| 6. Start date for which the licence is required: |
| 7. Finish date for licence: (only complete if trading licence is needed for longer than 1 day) |
| 8. Start time: Finish Time: |
| 9. Location where trading will occur: (zone number/specific car park/building or other) |

10. Trading type: Food Business (please list all foods to be sold)

List all foods/products or services to be covered by this Trading Licence:

 Non-Food Business (must list products or services) Fees exempt (registered charity)**Required documentation:**

- Current copy of Food Act 2008 registration licence (if applicable)
- Current Public Liability insurance must be provided with this application.

Signature of Applicant:**Date:**

Trading Licence payment

(please note that if you are applying for a trading licence as part of a park, reserve or facility booking, this page is only for payment of the trading licence).

I wish to pay by credit card* (an invoice will be sent to you)

**Please note: Trading Licence will not be issued until payment has been received in full.*

Payment Method:

In Person - payment can be made at our Administration Building by cash, EFTPOS, cheque or money order (payable to City of South Perth)

By Mail – Cashier, City of South Perth, Civic Centre, Cnr Sandgate St & South Tce, South Perth WA 6151

Please ensure all information is supplied as requested. Should you require further information please contact Environmental Health Services on 9474 0777 or email enquiries@southperth.wa.gov

Temporary Signage Application

| | |
|------------------|--|
| Applicant | Name: |
| | Business Name: |
| | Address: |
| | Postal Address (If different from above) |
| | Phone Number: |
| | Fax Number: |
| | Mobile Number: |
| | Email: |

| | |
|------------------------|---|
| Signage Details | Type of Sign: |
| | Description on Sign: |
| | Dimensions of the Sign/s: |
| | Location: |
| | State period of time for which advertisement is required: |

| | |
|------------------------------|---|
| Event (If Applicable) | Location: |
| | Date(s) of Event: |
| | Nature of Event: |
| | State period of time for which advertisement is required: |

Please include a location plan indicating the positioning of the signs within the locality. If necessary, a detailed plan of the location may be required if the sign is to be placed on a major road junction.

I understand that by signing this agreement that the City of South Perth does not accept any liability for any injury, damage or loss as a result of the sign being displayed. I have also supplied a copy of my public liability insurance.

I have read and clearly understand the above.

Signature of applicant: _____ Date: _____

Name of Applicant: _____

OFFICE USE ONLY:

RECEIVED BY: _____ DATE: _____

APPLICATION: APPROVED / NOT APPROVED

AUTHORISING OFFICER _____ DATE: _____



Temporary signs and banners

A temporary sign is one that is used to promote an event, concert or similar or to promote an organisation (such as a sporting organisation). A banner is a sign made from a flexible material that may be displayed temporarily from a supporting pole.

Specifications

Approval may be granted at the discretion of the City of South Perth in respect to the placement or erection of a temporary sign or street banner subject to:

- An application being made to the City of South Perth on a [Temporary Signage Application](#)
- The organisation indemnifies the City from and against all claims and judgements arising from the erection of the signs
- No more than six signs will be permitted to be erected for any one event at any one time
- Only one sign per event being advertised may be erected in any one place or intersection
- The sign or banner is promptly removed after the event
- Signs shall not depict any information relating whatsoever to an election campaign for any position in Local Government, Federal or State Parliament. However signs providing direction to a polling place on the voting day will be considered
- The maximum duration of time for a sign to remain in a public place shall not be more than a six month period depending on the circumstances and at the discretion of the City of South Perth
- For signs advertising an event that occurs on a regular basis, (e.g. monthly), may only be displayed for a maximum of 10 days prior to the event
- Depending on the circumstances and location, the City may approve a sign or banner to be displayed only during the hours of operation for the business or event
- The display of any temporary signs or street banners is prohibited within 10 meters of any intersection
- The sign writing shall be of a professional standard and quality, to the satisfaction of the City
- The sign can only advertise legitimate, legal and/or registered businesses and events
- The sign is not to be fixed or attached to a building, wall, fence, pole, tree or other structure that is property of the City of South Perth
- The sign must be non-offensive in nature, to the satisfaction of the City
- The signs are positioned in such a manner so as not to present a danger to pedestrian movement or cause interference with the clear visual lines of sight required by motorists for the safe movement of vehicular traffic; i.e. not to be positioned on footpaths, median strips, traffic islands, roundabouts or at intersections where the sign(s) may hinder clear sight lines for motorists except where specifically permitted by the City. The sign colours must also not cause confusion where signs are being considered at intersections controlled by traffic lights
- All illuminated advertising signs (including VMS Trailers) must not be within 20 metres of a street intersection with traffic lights and is not lit in a way that it may be confused with the traffic lights. A [Temporary Signage Application](#) must be made to the City for all illuminated advertising signs displayed on land other than private property

- The signs are maintained in a good and orderly manner for the duration of their display
- The size of the sign is not to exceed two metres long by two metres high, although variations to these dimensions may be approved if considered appropriate
- A banner sign shall generally be a maximum of four square metres in sign face area
- Have a maximum height of two metres above the ground
- Where installed on the verge the signs must be at least two metres from the kerb line or, for an unkerbed road, they must be at least two metres from the edge line or the edge of the seal where there is no edge line
- Approval of a sign for an event will not constitute permission to hold an event on land vested in the City or any other authority. The applicant is to ensure that all approvals have been obtained from the City or other relevant authorities prior to the event taking place
- The City reserves the right to withdraw such approval upon breach of these requirements or any conditions of approval
- Signs are not permitted to be tied or secured to power poles or street lights unless permitted by Western Power
- Signs will also not be permitted at sites that have a significant crash history
- The City cannot approve signs on Canning Highway and Kwinana Freeway as they are controlled by Main Roads Western Australia. Any sign or banner displayed on a Main Road under the control of Main Roads WA shall require the prior consent of Main Roads WA
- The installation of any sign is to be undertaken by the applicant
- Banners must conform to the size requirements/guidelines of the banner support design
- The material used must be of sufficient durability to conform to the location and environmental conditions

The sign must be removed or relocated at the request of a person authorised under Section 9.10 of the Local Government Act, for the purpose of a special event, parade, road or footpath works, or other event, which in the opinion of the officer requires relocation or removal.

Temporary Storage Application

Facility: _____ Reference No. _____

Group name: _____ Booking period : _____

Contact person: _____ Position: _____ Phone: _____

Please list items to be considered for storage in the space below

| Item | Area | Item's frequency of use (weekly, monthly, etc) |
|-----------------------------------|------------------------|--|
| <i>i.e. Book storage cupboard</i> | <i>Upstairs Unit 1</i> | <i>Weekly</i> |
| | | |
| | | |
| | | |
| | | |
| | | |

Items not permitted (to be used as a guide and not an exhaustive list): Anything that constitutes a dangerous good as depicted in the City's Environmental Health Policy documents, including: alcoholic beverages, firearms and ammunition, gas cylinders, drugs - prescription or illicit, cash, excessive cardboard and paper materials, rubbish and redundant equipment.

Disclaimer

(User group) _____ is responsible for all activities and incidents that may occur at the facility and must obtain all appropriate insurance cover for the risks assumed in conducting the activity including risks associated with public liability and the storage of equipment. _____ understands that the City may place conditions on this storage consent and that no responsibility will be held for the loss or damage to any equipment stored in any facility. _____ understands that I/we cannot access the facility outside the approved booking period without prior consent from the City. I am over 18 years old and hereby acknowledge having read a copy of the Permit Conditions attached and agree to abide by these conditions. I declare that the nature and frequency of the items used in storage are as indicated above and will not add other items to the store area without written permission from the City.

I am authorised on behalf of _____ to sign in acknowledgment of the Conditions of Storage and Hire and the above Disclaimer.

Signature _____ Date _____

Office Use Only

Approved Yes No Receiving Officer _____
Date Approved _____

Facility storage allocation and conditions

The following procedures have been developed to effectively allocate and manage the use of storage areas within community facilities.

The City of South Perth may refuse any storage request at its discretion for any reason. The City may place conditions on any storage consent and must be indemnified by the user group for any loss or damage to any equipment stored in any facility or on facility grounds, by signing the 'Storage Permit Application'. Any groups requesting storage options within built facilities must complete a 'Storage Permit Application' and pay the standard storage fee as per the fees and charges schedule within the standard booking time frames along with their hire 'Permit Application'. The 'Storage Permit Application' must list all the equipment to be stored and must be relevant and applicable to the user groups core function.

Consent for storage requests will only be given to groups hiring a specific facility on a regular basis i.e. regular is defined as facility use at least once per week on an ongoing basis.

The City reserves the right to place additional conditions on storage as appropriate including proof of insurance and overnight security where applicable.

As storage space is limited within most facilities, no guarantee of storage space is made with any booking. The decision of City Booking Officer is final in all matters relating to storage items.

Facility amenities

The facilities for hire at the Manning Hall provide disabled access, 2 disabled parking bays, 71 shared parking bays, underground parking and lift access. The amenities include:

Main Hall - Vinyl floor with an area of 270 square metres. The hall is fitted with dimmer switch lighting. Functions can cater to a legal MAXIMUM of 270 people standing and 240 people seated. Equipment provided includes:

- 11 double power points around main hall
- 260 black vinyl chairs without arms
- 40 trestles tables (1.8)
- 9 Stage risers (2.45m long x 1.63m wide x .60m high)
- chair trolleys
- trestle table trolleys

Kitchen – Tiled floor area of 19.68 square metres. Facilities include:

- 5 double power points
- 1 Garland 6 element heavy duty electric oven range
- 1 fridge (2 door)
- 1 Boiling Billi
- 1 microwave

Meeting Room – Carpet floor

- 2 double and 1 single power points
- 1 large table
- 15 chairs
- 1 bar fridge

Toilet facilities

- 8 Ladies cubicles and 1 disabled toilet
- 2 Men's cubicles, 7 urinals and 1 disabled toilet
- 1 Disabled toilet with a change table

Main hall Storeroom

Please ensure that all tables and chairs from the storeroom are returned in a clean condition. All tables and chairs are to be stacked on trolleys provided. Please report any damage to the central booking office.

Cleaning Requirements

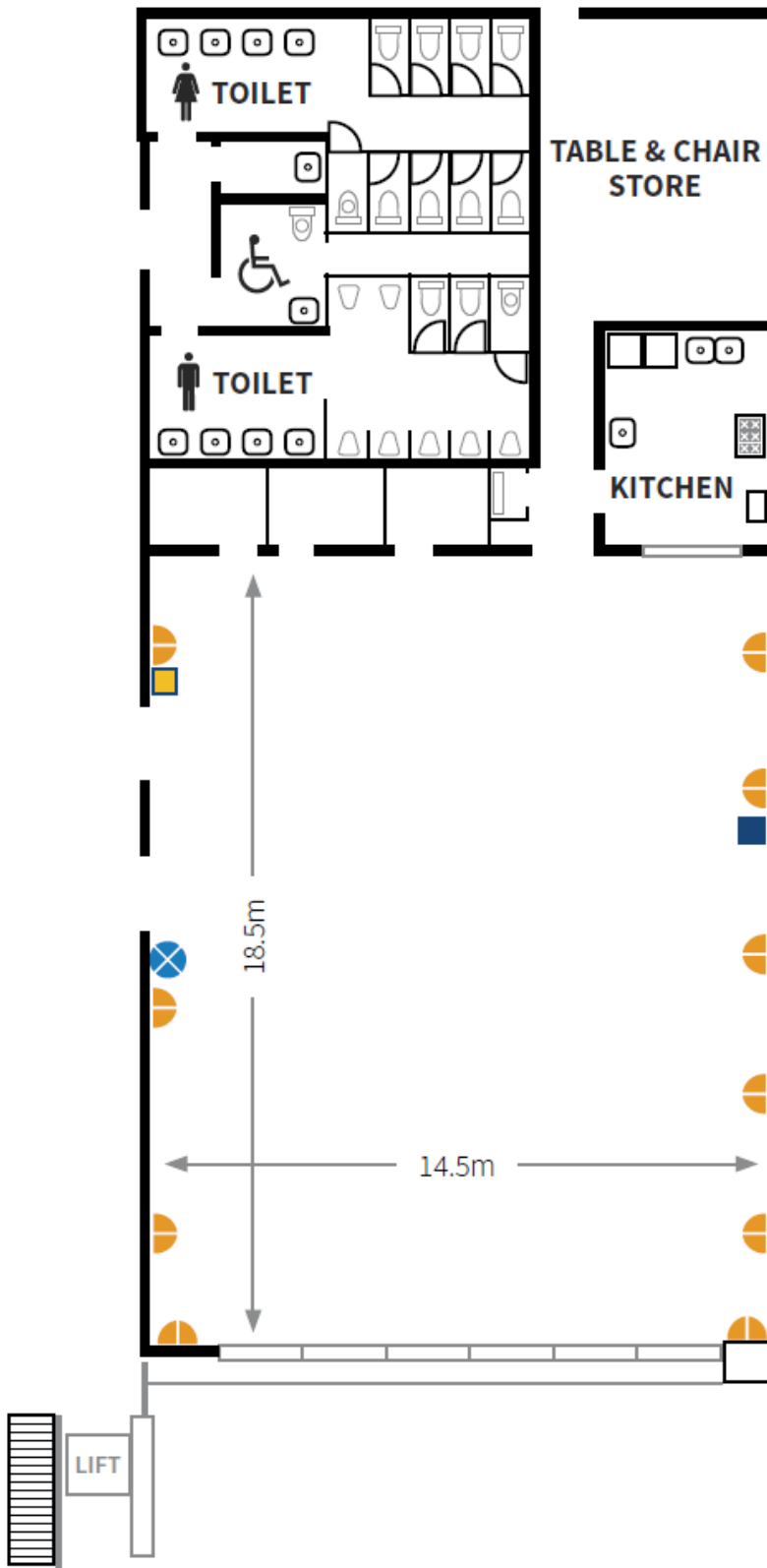
- Please leave the hall clean, neat and tidy after use and dispose of any rubbish in the bin provided in the service area downstairs
- Main hall floor is to be swept after use. All floor spills should be spot wiped
- Kitchen benches, stove and fridge should be wiped clean and floor mopped if necessary.





Swipe Card Return

After locking up the hall, the swipe card will need to be returned to the George Burnett Leisure Centre Manning Road Karawara. Please drop the key in the key drop box located at the front entry to the leisure Centre for after hours.

Storage

Storage may be available upon request for regular groups only.



| LEGEND | |
|---|-----------------------|
|  | POWER POINTS (DOUBLE) |
|  | AV PANEL |
|  | A/C & BLIND CONTROLS |
|  | LIGHT CONTROLS |