

Application to hire Manning Meeting Room

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

- Casual booking
 Regular booking

Manning meeting room – capacity 10 people

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 Please see 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 - F)

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 food or drink be provided? YES NO

Please provide a brief description.

4. 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.

5. Will you have any form of amplified music at the event i.e. PA, bands, 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.

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

Every hirer / person shall observe all conditions of the Local Government and Public Property Local Law 1999.

The City hires its facilities 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 and must obtain the appropriate insurance covers for assumed and or recognised risks in conducting the event, including risks associated with public liability. 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

Standard user group responsibilities for the facility 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 vehicles to be parked outside of marked parking bays Ensure all deliveries to the facility occur within the approved hire times
- Ensure the facilities are vacated within the agreed hire period
- Leave the facility in a clean and tidy condition, with clean floors, tables, chairs, sinks and benches
- Stack all tables and chairs and leave neatly in the room and place all rubbish in the bin provided.

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 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 storage application form (for regular groups only)

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 meeting room provide disabled access, 2 disabled parking bays, 71 shared parking bays, underground parking and lift access. The amenities include:

Meeting Room – Carpet floor

- 2 double and 1 single power points
- 1 large table
- 15 chairs
- 1 Boiling Billi
- 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

Cleaning Requirements

Please leave the meeting room clean, neat and tidy after use and dispose of any rubbish in the bin provided in the service area downstairs

Lockup and swipe card return

After locking up the meeting room, the swipe card will need to be returned to the George Burnett Leisure Centre Manning Road Karawara . Please drop the swipe card in the key drop box located on the side wall of the centre for after hours.