

# 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

<input type="checkbox"/> Casual booking <input type="checkbox"/> Regular booking	<input type="checkbox"/> Manning meeting room – capacity 10 people
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### 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.

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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.

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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:

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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:

	<b>Begin set up</b>	<b>Event start time</b>	<b>Event finish time</b>	<b>End pack up</b>
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
<b>START DATE</b>		<b>END DATE</b>		

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 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 hall 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 bonds, 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 because 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.

**Please note: Bookings must be contained in the room only, no tables and chairs to be set up in the foyer area/passageway.**

Standard user group responsibilities for the facility must:

- **No tape** or other materials are to be put onto the main floor area, as this will damage the carpet floor. Hirer will be responsible for repairs.
- All noise/music levels do not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time
- 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
- Not display signs in, on or outside facilities without the City's consent
- 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](mailto: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 Temporary Signage Application

# 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 \_\_\_\_\_



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**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

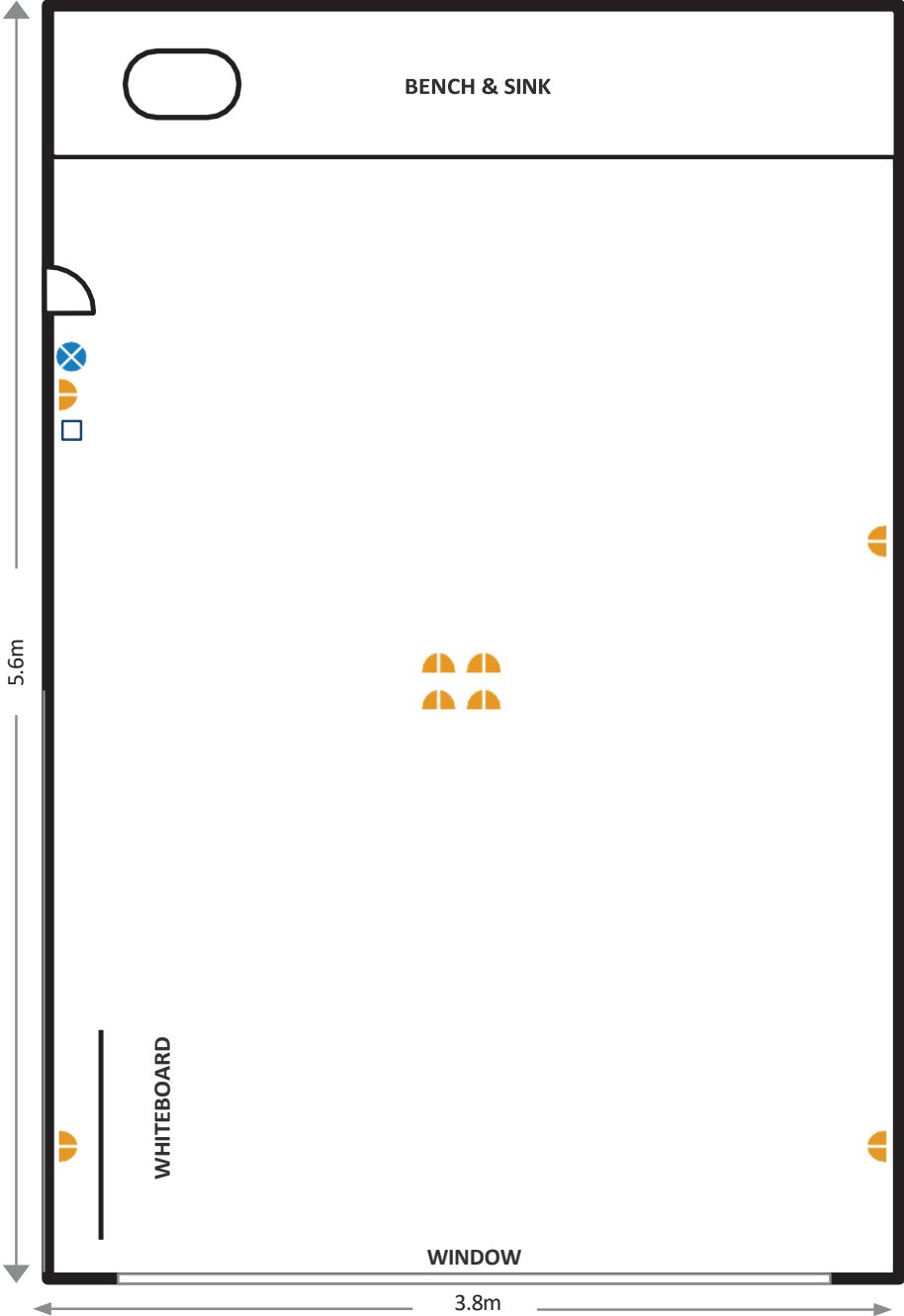
## Cleaning Requirements




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 at the front entry to the leisure centre for after hours.

# MANNING MEETING ROOM



LEGEND	
	POWER POINTS (DOUBLE)
	A/C CONTROLS
	LIGHT CONTROLS