

Cleaning & Council Facility Hire Conditions



Cleaning Requirements

At the conclusion of your booking:

Your card will allow you access in the building for an additional 45 minutes after your booking end time to carry out the following:

- All tables/chairs that have been used during your booking are to be wiped down with an appropriate cleaning disinfectant product, provided by the hirer - using PPE and following the SDS for the product(s) you are using.
- All surfaces such as light switches, door handles and kitchen equipment are to be wiped down with an appropriate cleaning disinfectant product, provided by the hirer - using PPE and following the SDS for the product(s) you are using.
- Ensure that the floor is swept.
- Ensure that the floor is spot mopped. There should be no sticky areas.
- Ensure that all rubbish is collected and removed into the bins outside.
- Ensure that the toilets are clean, with all toilet paper and other rubbish disposed of.
- All tables and chairs are to be stacked away correctly and safely. Designated chairs should be stacked 10 chairs high in an orderly manner. Tables are to be stacked on their side on the trolley (if available) or against the wall. Please inform the City if you notice any damaged or broken equipment.
- Remove ALL decorations.

COUNCIL FACILITY HIRE CONDITIONS

1. APPLICATIONS / BOOKINGS

- 1.1. Applications must be made no less than 7 days prior to the booking date. The venue hire amount shall be forfeited in the case of cancellation of a booking within 7 days prior to the booking date. If cancelled more than 7 days prior to the booking date, 100% of the hire may be refunded.
- 1.2. Strictly no changes to bookings will be accepted with less than 7 days prior to the booking (i.e. no time additions/reductions, venue/room changes, date changes).
- 1.3. All corporations, associations and organisations are required to provide evidence of a current Public Liability Insurance policy in the amount of ten million dollars or greater.
- 1.4. All suppliers (e.g. marquees, rides, entertainment or any equipment) used by the Hirer must provide the City of Belmont (the City) with a copy of their Public Liability Insurance/Certificate of Currency with the application form.
- 1.5. Applications for all underage individuals must be made by the Parent/Guardian.
- 1.6. Submission of a booking for hall hire does not guarantee that the booking will be approved. The City reserves the right to refuse a booking.
- 1.7. The latest time public halls may be let for hire is 12 midnight – Sunday, Monday, Tuesday, Wednesday and Thursday. Alternatively, Friday and Saturday nights may be let until 1.00am.
- 1.8. Set up and pack up must be included in your booking time. Swipe cards are only active for the time of your booking.
- 1.9. The City's venues are multiuse facilities. There may be other users using other rooms at the time of your booking. Please be considerate to other users at all times.
- 1.10. All outstanding balances (including SpaceProtect/bonds) are to be paid by the hirer prior to facility swipe card/key being allocated. Swipe card/key will be available to collect from the Civic Centre between 8.30am and 4.00pm on the last working day prior to your booking. Swipe card/key must be returned in person to the Civic Centre between 8.30am and 4.30pm the following working day. A lost swipe card/key fee will apply to any swipe card / key not returned. Please refer to Council Facility Hire – Fees and Charges.
- 1.11. 18th – 21st birthday parties, after ball parties, hens/bucks parties and raves are not permitted at council facilities.
- 1.12. A booking may be cancelled at any time and money refunded if premises are required for City purposes.
- 1.13. Any swipe access cards not picked up from the Civic Centre for the hirers booking shall incur a security call out fee. Please refer to Council Facility Hire – Fees and Charges.

1.14 In the event of a Local, District or State Emergency, the Rivervale Community Centre, Redcliffe Community Centre, Forster Park Hall and their surrounding reserves have been designated for use as community Evacuation Centres and Emergency Services Staging Precincts. In the event of such an emergency the City may not be in a position to provide any prior notice that your booking is cancelled. Any officer representing the City of Belmont, the Police or Emergency Services entering the facility with the intent to secure the facility for use in a local emergency will have the power to request that you vacate the premises immediately. The hiring fee and any bond will be refunded.

2. CHARGES / BONDS

- 2.1. The City can elect to take up the SpaceProtect Pre-Event (bond) option. If we decide to do this we will place a temporary payment hold on your card 4 business days prior to your booking. If there's no claim, it will be released automatically 4 business days after your booking.
- 2.2. The City can also elect to take up the SpaceProtect Post-Event (bond) option, we'll only process a claim if there is an incident after the booking has occurred.
- 2.3. If the facility is not left in a clean and tidy condition, then any cleaning costs incurred by the City will be deducted from the bond held.
- 2.4. Charges will apply if the swipe card and / or key are lost. Please refer to Council Facility Hire – Fees and Charges.
- 2.5. The City may cancel a booking at any time if it is believed that the Hirer is in breach of any Conditions and costs incurred from damages will be deducted from the bond.

3. RESTRICTIONS

- 3.1. The City does not supply or hire cutlery, crockery and audio visual equipment.
- 3.2. Smoking within any Council facility is prohibited as stated in the Tobacco Products Control Regulations, 2006.
- 3.3. The driving of tacks, nails, screws or fixing of 'blu-tack' etc. into any of the woodwork or walls or any part of the building, furniture or fixtures is strictly forbidden. No internal or external decorations are permitted to be erected without the approval of Council Officers.
- 3.4. Helium balloons are permitted provided they are anchored and removed prior to vacating the facility.
- 3.5. Confetti, glitter or similar materials are not permitted inside or outside the facility.
- 3.6. Smoke machines, bouncy castles, sparklers may not be used inside the facility.
- 3.7. No open flames i.e. candles are permitted inside the facility.
- 3.8. Facility fittings and / or furniture shall not be removed from the property. The Hirer shall not bring in to the facility any furniture or fittings without prior approval from the City.
- 3.9. If a kitchen comes with the room you have hired it is strictly to be used for warming up purposes only. These are not commercial grade kitchens and are not to be used for cooking purposes.
- 3.10. Outdoor bouncy castles will not be permitted without the approval of Council Officers. If approved, bouncy castles must be pegged into the ground – see **Conditions of Use – Inflatable Devices**.
- 3.11. Temporary shade structures are required to be secured to the ground (i.e. gazebo, marquees, inflatable movie screen). The hirer shall satisfy themselves that they can achieve this without damaging any below surface infrastructure. The hirer is liable for any damage caused from securing the temporary device.
- 3.12. A hirer can only use appliances provided in the facility. Hirers cannot bring any type of portable appliances into the facility (i.e. – portable cookers). Failure to follow this instruction and any subsequent Electrical Board tripping which affects your hire period and or requires the attendance of an Electrical Contractor (possibly after hours) to reset the board may result in the call-out fee being charged to the hirer at the determination of the City of Belmont.
- 3.13. All electrical cords, fittings, switches and other electrical appliances used by the Hirer must comply with the appropriate Australian Standards and display a current electrical test tag. Electrical distribution power boards are to be protected by Residual Current Devices (RCD's).

4. HIRER RESPONSIBILITIES

- 4.1. The Hirer shall be solely and entirely responsible for any damage done to any building, fixtures, fittings or furniture caused by or in the course of or arising out of the hiring of the facility and shall pay such damages as may be assessed by the City.
- 4.2. The Hirer and booking attendees shall maintain and keep good order and behaviour within the facility and it's surrounds at all times. The Hirer shall be solely and entirely responsible for the carrying out and compliance with the requirements of any City of Belmont Local Laws. Any Officer representing the City, or other person duly authorised by the City shall at any time be permitted free entry to the facility and shall be given every facility for enforcing any laws.
- 4.3. No spirituous liquors, wine, ale or spirits shall be brought into or consumed upon any portion of any facility or property except when permitted in writing by the City. The City of Belmont **Application to Consume Liquor form** must be completed to request permission to consume spirituous liquors, wine, ale or spirits on the property. It is the responsibility of the Hirer to obtain an Occasional Licence from the Department of Racing, Gaming and Liquor if liquor is to be sold. The copy of the Licence must be presented to the City 7 business days prior to the function.
- 4.4. It is the responsibility of the Hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance. The Hirer must ensure the orderly behaviour of guests and that decent behaviour is maintained both inside and outside the facility (e.g. in car park and surrounding areas) before, during and after the function. If police are called to maintain order or disperse a disorderly crowd, the bond may be forfeited.
- 4.5. The City reserves the right to insist on security/crowd control being provided by the Hirer.
- 4.6. Any Hirer conducting a birthday or large scale function shall register their party with the WA Police: <https://www.police.wa.gov.au/Police-Direct/Register-a-Party> .
- 4.7. It is the responsibility of the Hirer to ensure that they have read and understood the City of Belmont **Emergency Response Guidelines for Persons Hiring Council Facilities**. It is the responsibility of the Hirer to ensure that the Guidelines are explained to all attendees of the booking.
- 4.8. Upon leaving the facility the Hirer must ensure that all lights, air conditioning and appliances are turned off. All doors and windows are closed, locked and alarms are armed. If the Hirer exceeds their booking time the Hirer must call Belmont Security to attend the facility to lock and arm the facility. The Hirer will wait at the facility for Belmont Security to arrive. A call out charge will apply.
- 4.9. Under no circumstances are CCTV cameras to be interfered with in any way including, but not limited to, touching, covering or blocking the cameras field of view. There are no window coverings at any of the City's facilities. Where curtains or screens are required as part of the event, prior justification would have to be provided in writing to gain approval from the City.
- 4.10. All deliveries/removals to the facility are to be conducted within your booking time.
- 4.11. Hirers will be responsible for notifying local residents at least one week prior to an event where the hire of the facility, park or reserve potentially involves:
 - Amplified sound or significant noise levels;
 - The likely attraction of a significant number of people;
 - The likely occurrence of parking difficulties or disruption to the normal traffic flow;
 - Any road closures;
 - Any other action likely to significantly inconvenience or disrupt the locality.
- 4.12. Hirers will be responsible for notifying facility/park/reserve users at least one week prior to an event where the hire of the facility, park or reserve potentially involves:

- The users' activities being disrupted;
- The possibility of parking difficulties for users'.

5. CLEANING REQUIREMENTS

5.1. The Hirer is required to bring their own cleaning equipment (i.e. broom, mop, bucket, dust pan & brush) to ensure all cleaning duties are carried out. At the conclusion of the booking, the hirer must:

- Leave the entire facility in a clean and tidy condition.
- Sweep all floors that were used, including kitchen and toilets.
- Spot mop any spillages.
- Wipe and stack tables and chairs, then return in an orderly manner to their designated storage area.
- Remove all food and food scraps immediately after the booking. Place all rubbish in the Sulo bins. Excess rubbish must be removed and not left next to the rubbish bins. This is deemed as illegal dumping and the hirer will be charged with the removal of the rubbish.

5.2. Furniture and equipment must not be dragged across floors. If floor is damaged, the cost of any necessary repairs will be deducted from the bond.

6. AFTER HOURS SERVICE

6.1. Please note the City provides hire facilities as a low-cost, no-frills service primarily to meet the needs of community users. To keep costs low, these Facilities are not staffed and City employees are not available to attend outside normal office hours, except in an emergency when either the COB Rangers or Belmont City Watch will attend. A call-out fee will be charged when the situation is not a genuine emergency, decided by the City.

Contact numbers have been provided below:

- **000 for life threatening emergencies**
- **9477 7222 for Repairs and or Maintenance, or report it online facilities@belmont.wa.gov.au**

7. INDEMNIFICATION

Upon acceptance of the booking, the hirer undertakes to hold the City and the employees of the City indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venue.

Security and CCTV checks may be in place during your bookings to ensure these measures are being adhered to by your group. Should the City become aware that these measures are not being complied with, your future bookings will be cancelled and fees refunded.

CITY OF BELMONT

Emergency Response Guidelines

(For Persons Hiring Council Facilities)

These guidelines are issued to persons hiring out Council Facilities
(Halls, Civic Areas and Community Centres)

Note that the guidelines are generic in nature and that specific details may apply to different facilities as appropriate.

Prepared by the City of Belmont

Tel: (08) 9477 7222

Fax: (08) 9478 1473

Email: belmont@belmont.wa.gov.au

Website: www.belmont.wa.gov.au

1. PLANNING THE FUNCTION AND / OR UPON ARRIVAL AT THE FACILITY

- 1.1. **Take note** of the location of any (pay) telephone outside the centre, possession of a mobile phone for use in emergencies will be advantageous.
- 1.2. **Take Note** of building **exits, fire alarms, and potential (safe) outdoor assembly area.** (please advise the Council if any fire equipment, exits or exit signage is faulty)
- 1.3. Note that the facility being hired may already have a formal emergency plan if it adjoins a larger centre. Please note these details as appropriate.
- 1.4. Take note how many persons are under your supervision at the facility or in attendance at your function.

2. EMERGENCY PROCEDURES – IN CASE OF FIRE / EXPLOSION

- 2.1. **Activate alarm:** (Red Break Glass Alarm box if fitted) local alarm will sound.
- 2.2. **Voice Initiate Evacuation** by the use of loud, clear voice commands.
 - i.e. *Could I have your attention please.*
 - We have an emergency in the building.*
 - Would you please evacuate the building via _____exit.*
- 2.3. **Evacuate building by nearest exit.** Premises will have a plan on the wall near the main entrance identifying key escape routes.
- 2.4. **Telephone 000** and ask for **Fire / Police / Ambulance.**

Prepare to give the following details:

Location: _____

Nearest main intersection: _____
- 2.5. **Assemble outdoors at a safe assembly point.** Avoid care park areas, move away from any structures, avoid powerlines or known utility services locations such as gas and water mains.
- 2.6. **Conduct a head count** i.e. try to account for everyone.
- 2.7. **Ensure the safety of people.** Attend to injured persons, assist if required, ask others to assist.
- 2.8. **Do not** attempt to re-enter the building and **stop** others trying to re-enter the building (*this is a highly dangerous act*).

2.9. **Immediately notify Council** contact person of emergency situation and give full details of the emergency situation:

Name: **City of Belmont Rangers**

After hours phone number: **9477 7224**

Name: **City of Belmont Switchboard**

Business hours phone number: **9477 7222**

3. OTHER EMERGENCIES

VIOLENCE, PHYSICAL THREATS

3.1. Telephone:

Police: 131 444

City of Belmont Security Patrol: 1300 655 011

Prepare to give the following details: (*Refer to point 2.4 for location of nearest main intersection*).

Location: _____

Nearest main intersection: _____

3.2. **Do not confront** the offender/s

3.3. **Act passively**

3.4. Use **SAFE**

S – Stay calm

A – Act passively

F – Follow instructions

E – Evidence gather

IN CASE OF EARTHQUAKE OR SEVERE STORM (CYCLONE)

3.5. **Stay indoors.**

Take shelter – under tables, doorway etc.

Stay away from windows, overhead fittings etc.

Attend to injured.

Wait for instructions from responding Emergency Services.

IN CASE OF A BUSHFIRE IN THE IMMEDIATE AREA

3.6. **Call 000** (if required)

Stay indoors.

Turn off air conditioning.

Monitor the situation.

Do not leave the facility unless it is immediately threatened or as instructed by Emergency Services.

FIRST AID + RESOURCES

Please note that it is the responsibility of the hirer to provide a First Aid Kit.

4. REPORTING OF MINOR DAMAGE ETC.

As a courtesy to the future users of the facility, please report any damage to the building and it's fixtures or where Council supplied equipment / facilities that were not serviceable – Phone 9477 7222.

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