Conditions of Passive Reserve Use

1. APPLICATIONS

1.1 Applications must be lodged 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 fee / bond may be refunded.

1.2 Strictly no changes to bookings will be accepted with less than 7 days' notice (i.e. no time additions / reductions, venue changes, date changes).

1.3 Submission of an application does not guarantee that the booking will be approved. The City reserves the right to refuse an application for hire.

1.4 Applications for all underage individuals must be made by the Parent / Guardian.

1.5 A booking may be cancelled at any time and money refunded if premises required for Council purposes.

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.

1.6 Confetti, rice and the release of helium balloons is NOT permitted. Rose petals may be used (except by lake areas).

1.7 Bookings can only be made between the hours of 7.00am to 7.00pm Monday – Saturday and 9.00am to 7.00pm on Sundays.

1.8 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.

1.9 The City can also elect to take up the SpaceProtect Post-Event (bond) option, we'll only process a claim if there is an event after the booking has occurred.

1.10 If the City is not satisfied with the cleanliness of the area used, the City's cleaners will clean the area and the cost thereof will be deducted from the bond held.

1.11 Keys / swipe cards that are required for a booking will be available from the Civic Centre for collection on the last working day prior to your booking between 8.30am to 4.00pm. Charges will apply if the keys and/or swipe cards are lost. Please refer to Council Facility Hire – Fees and Charges.

1.12 Marquees may only be used when approved by the City at the expense of the Hirer.

1.13 Suppliers of marquees, rides, entertainment or any equipment must provide Council a copy of their Public Liability Certificate of Currency and Engineers report on equipment being used.

1.14 Designated areas for marquees, rides and entertainment will be advised by the City. Any damages or costs incurred from marquees, rides, entertainment or any other equipment or structures is at the responsibility of the Hirer.

1.15 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**.

1.16 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.

1.17 As a mark of respect, we ask the public to refrain from using the Faulkner Park War Memorial as a stage or platform for anything other than photos.

1.18 The Hirer of any part or parts of any park, building or property shall maintain and keep good order and decent behaviour and shall be solely and entirely responsible for the carrying out and compliance with the requirements of these Local Laws and for any damage done to the venue, fixtures, fittings, furniture etc. and shall pay such damages as may be assessed by the City.

1.19 Any Officer representing the City of Belmont, or other person duly authorised by the City, shall at any time be permitted free entry to the booked area and any part thereof and shall be given every facility for enforcing these Local Laws.

1.20 No food or drink is to be sold or supplied to the general public at Tomato Lake.

1.21 Event applications need to be received at least 2 months prior to the booking date.

2. CLEANING REQUIREMENTS

At the conclusion of the booking the Hirer shall:

2.1. Leave the entire area in a clean and tidy condition.

2.2. Remove all equipment

2.3. Place all rubbish in 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.

2.4. All food, food scraps, etc. care to be removed immediately after each booking. If not so removed to the satisfaction of the City, the cost of the removal will be deducted from the bond. If no such bond has been paid, or insufficient bond paid, then the Hirer shall pay the cost of such removal to the City.

3. HIRERS' RESPONSIBILITIES

3.1. No liquors, wine, ale or spirits shall be brought into or consumed upon any portion of the property.

3.2. 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 order of guests and that decent behaviour is maintained before, during and after the function. If police are called to maintain order or disperse a disorderly crowd, the bond may be forfeited.

3.3. Council reserves the right to insist on security / crowd control being provided by the Hirer.

3.4. It is a requirement that if the Hirer is an incorporated body, sporting clubs or associations of any kind, Public Liability Insurance is required and a copy of the Certificate of Currency (in the amount of ten million dollars or greater) is provided.

3.5. 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. NOTIFICATION TO LOCAL RESIDENTS AND USERS

4.1. Local residents shall be notified at least one week prior to the event where it is intended to grant approval for the use of a park, hall or reserve involving:

- 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 closure; and/or
- Any other action likely to significantly inconvenience or disrupt the locality.

4.2. Hall/Park/Reserve users shall be notified at least one week prior to the event where it is intended to grant approval for the use of a park/hall or reserve where:

- The users' activities will be disrupted; and/or
- The users' may experience possible parking difficulties;

The costs associated with notifying the local residents/users are to be met by the Hirer.

An event which, in the opinion of the City, may produce noise levels that is likely to adversely affect the comfort and convenience of nearby residents will be referred to Council.

5. INDEMNIFICATION

Upon acceptance of the hiring, the Hirer undertakes to hold the City of Belmont and the employees of the City of Belmont indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss

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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