

# CITY OF BELMONT

## Application for Council Facility Hire

Hirers Information	
Organisation (if applicable):	
Applicant Name:	
Postal Address:	
Drivers Licence Number:	
Phone Number:	(H/W) (M)
Email:	
Date of Birth:	
Public Liability Insurance	
Does the hirer have current Public Liability Insurance (PLI)? <i>(Please refer to our Conditions of Use)</i>	<input type="checkbox"/> Yes, PLI certificate attached. <input type="checkbox"/> Not required for my application, as per the conditions.
Are you using suppliers for your booking? <i>(i.e. catering, entertainment, rides)</i>	<input type="checkbox"/> Yes, my supplier(s) PLI certificate are attached. <input type="checkbox"/> No, I am not using any suppliers.
Available Facilities	
<i>(It is an offence under the Health Act 1911 to exceed the maximum room capacity)</i>	
Centenary Park Community Centre	<input type="checkbox"/> Main Hall* (150) <input type="checkbox"/> Multi-Purpose Room* (70) <input type="checkbox"/> Lesser Hall* (50) <input type="checkbox"/> Meeting Room (15)
Forster Park Community Centre	<input type="checkbox"/> Main Hall* (200) <input type="checkbox"/> Multi-Purpose Room* (100)
Redcliffe Community Centre	<input type="checkbox"/> Main Hall* (180) <input type="checkbox"/> Multi-Purpose Room*^ (50) <input type="checkbox"/> Meeting Room (15)
Rivervale Community Centre	<input type="checkbox"/> Main Hall* (160) <input type="checkbox"/> Meeting Rooms 2/3*^ (50) <input type="checkbox"/> Meeting Room 4 (20)* <input type="checkbox"/> Meeting Room 1 (15)
Miles Park Community Centre	<input type="checkbox"/> Multi-Purpose Room*^ (50)
Peet Park Community Centre	<input type="checkbox"/> Multi-Purpose Room* (50)

\* Room has kitchen facilities (for warming up food only, not for cooking purposes)

^ Room has attached playground

+ Room has tea and coffee facilities



## Event Details

Date(s) of Hire		
Hours of Hire	Start:	Finish:
	<input type="checkbox"/> I confirm I have allowed enough time in the timeframe nominated above to set up, pack up and comply with cleaning requirements.	
Details of Function <i>(i.e. meeting, birthday, wedding)</i>	<input type="checkbox"/> I confirm this event will not be for an 18 <sup>th</sup> -21 <sup>st</sup> birthday party, after ball party, hens/bucks party or rave.	
Number of Guests Attending		
Will Liquor Be Consumed? <i>(please refer to Conditions of Hire)</i>	<input type="checkbox"/> Yes – Application to Consume Liquor Form attached <input type="checkbox"/> No	
Type of Booking	<input type="checkbox"/> Casual	
	<input type="checkbox"/> Regular	Start Date: _____ End Date: _____
		<input type="checkbox"/> School Holidays Inclusive
		<input type="checkbox"/> Public Holidays Inclusive
Have you hired a City venue previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**I, as the applicant, have read and confirm I understand the following:**  
*(please tick boxes)*

- There are **strictly** no changes permitted to bookings within 5 business days of the hire date (this includes and is not limited to, time additions/reductions, room changes, venue changes);
- Changes made prior to the 5 business days must be made in writing and may incur a \$25 administration fee (per requested change);
- Access keys/cards must be picked up from the Civic Centre the business day prior to my booking date, between the hours of 8:30am-3:00pm;
- Should I cancel my booking within no more than 5 business days' notice I will forfeit my booking fees;
- I have read and understand all the Conditions of Hire that were attached to my booking application form and I am aware that my bond will not be returned should I not comply with these.

\_\_\_\_\_  
 Signature of Applicant Date of Application

**Bond Refund – Bank Details**

**Please advise your bank details below so we can easily return your bond via EFT  
(credit cards details not accepted)**

*Your bond will be returned provided you comply with all the venue conditions of hire and all access card/keys provided have been returned to the City – this process can take approx. 2 weeks.*

*Please note: The City is not deducting any amount from your bank account. An invoice for the bond and hire fees will be sent out once your application has been approved. This invoice will be required to be paid in full using the methods advised on the invoice, 5 business days prior to your booking.*

Bank Account Name	
Bank Name	
BSB Number	
Account Number	

Please email completed form to [venue.booking@belmont.wa.gov.au](mailto:venue.booking@belmont.wa.gov.au)

# CITY OF BELMONT

## Council Facility Hire

### Fees & Charges 2021/2022

	MAIN HALL	MULTI-PURPOSE ROOM	SMALL MEETING ROOM
<b>Not for Profit Groups</b>			
Incorporated organisations are those not operating for the profit or gain of its individual members, whether these gains are direct or indirect. To be eligible your organisation is to provide evidence of incorporation and a Certificate of Currency for Public Liability Insurance.			
8am – 12am (Function rate applies Friday & Saturday after 6pm)	\$36.00 p/h	\$23.50 p/h	\$15.50 p/h
<b>Small Business / Casual Rates</b>			
<ul style="list-style-type: none"> <li>Small businesses (generally an owner operator) that wish to use the City's facilities to support their small business endeavours. A Certificate of Currency for Public Liability Insurance is required.</li> <li>All other hirers who do not meet the above categories criteria. Public Liability Insurance will be required for casual hirers who make more than 12 bookings in a calendar year.</li> </ul>			
8am – 12am (Function rate applies Friday & Saturday after 6pm)	\$45.00 p/h	\$27.50 p/h	\$18.50 p/h
<b>Friday / Saturday Night (Function Rate):</b>			
Function rate is applicable to all above group types (except commercial)			
6pm – 1am	\$92.00 p/h	\$55.00 p/h	\$38.00 p/h
<b>Bonds</b>			
Charges are calculated based on individual applications. The bond amount will vary from \$400.00 to \$1000.00, depending on the event.			
<b>Cleaning Fee Charge</b>			
Hirers must clean the facility after use as per the <u>Conditions of Hire</u> . Failure to clean, or if insufficient cleaning is carried out, then a cleaning charge of between \$80-\$124 will be taken from the bond.			
<b>Lost Keys/Swipe Cards</b>			
The cost to replace a lost, misplaced or stolen key will incur a charge of \$51 per key and \$255 charge per set. The cost to replace a lost, misplaced or stolen swipe card will incur a charge of \$51.			
<b>Extra Keys/Swipe Cards</b>			
The cost to obtain an extra swipe card/set of keys will incur a charge of \$25 per key or swipe card.			
<b>Security Callout Charge</b>			
A security callout fee for uncollected keys is \$60.			
<b>Booking Amendment Charges</b>			
Changes to bookings more than 2 business days' notice	\$25.00		
Changes to bookings less than 2 business days' notice	<b>NOT PERMITTED</b>		



# CITY OF BELMONT

## Application to Consume Liquor

All functions taking place in a Council facility must gain permission from the City to consume liquor during your hire. This does not permit the selling of liquor – this approval must be obtained from the Department of Racing, Gaming & Liquor.

Hirers Information	
Organisation (if applicable):	
Applicant Name (present during function):	
Postal Address:	
Date of Birth:	
Phone Number:	(H/W) (M)
Email:	
Event Details	
Name of Venue	
Date(s) of Hire	
Hours of Hire	Start: Finish:
<b>Details of Function</b> <i>(i.e. meeting, birthday, wedding)</i>	
<b>Will entertainment be provided?</b> <i>(if yes, please advise what type and providers name)</i>	
<input type="checkbox"/> Yes – Details: <input type="checkbox"/> No	
<b>Have Police been advised of this event?</b> <i>(if yes, please advise station and officer contacted)</i>	
<input type="checkbox"/> Yes – Details: <input type="checkbox"/> No	
<b>Please provide details of the facilities and controls which will be used to ensure the disposal/consumption of rubbish and alcohol is conducted in a responsible and proper matter:</b>	
<p>I, as the applicant, declare that all details are true and correct and no relevant information has been omitted.</p> <p><b>Please note: Under Section 159 of the Liquor Control Act 1988, it is an offence to make a statement that is false or misleading. Penalty: \$10,000.</b></p>	
_____	_____
Signature of Applicant	Date of Application

Please email completed form to [venue.booking@belmont.wa.gov.au](mailto:venue.booking@belmont.wa.gov.au)



# CITY OF BELMONT

## Council Facility Hire Conditions

### 1. APPLICATIONS / BOOKINGS

- 1.1. Applications must be lodged on the official application form no less than 5 business days prior to the booking date. A confirmation letter and invoice will be sent and the invoice must be paid in full at least 5 business days prior to the booking date. The venue hire amount shall be forfeited in the case of cancellation of a booking within 5 business days prior to the booking date. If cancelled more than 5 business days prior to the booking date, 100% of the hire fee / bond may be refunded. For current fees and charges please refer to **Council Facility Hire – Fees and Charges**.
- 1.2. 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.
- 1.3. 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 Certificate of Currency and Engineers report of equipment being used with the application form.
- 1.4. Applications for all underage individuals must be made by the Parent / Guardian.
- 1.5. Submission of an application for hall hire does not guarantee that the booking will be approved. The City reserves the right to refuse an application for hire.
- 1.6. Strictly no changes to bookings will be accepted with less than 5 business days prior to the booking (i.e. no time additions / reductions, venue / room changes, date changes).
- 1.7. A booking amendment charge of \$25 applies to booking changes (i.e. time additions / reductions, venue / room changes, date changes) made more than 5 business days prior to booking date.
- 1.8. The latest time public halls may be let for hire is 12 midnight – Sunday, Monday, Tuesday, Wednesday and Thursday. Friday and Saturday nights may be let until 1.00am.
- 1.9. Set up and pack up must be included in your booking time. Swipe cards are only active for the time of your booking.
- 1.10. 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.
- 1.11. All outstanding balances 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 3.00pm 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.
- 1.12. 18<sup>th</sup> – 21<sup>st</sup> birthday parties, after ball parties, hens/bucks parties and raves are not permitted at council facilities.
- 1.13. A booking may be cancelled at any time and money refunded if premises are required for City 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.**

### 2. CHARGES / BONDS

- 2.1. The bond amount shall be refunded provided the Hirer leaves the facility in a satisfactory condition and no swipe cards / keys is lost. The bond will take up to two weeks to be refunded and will be posted in cheque form or electronic transfer where requested.
- 2.2. 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.
- 2.3. Charges will apply if the swipe card and / or key are lost. Please refer to **Council Facility Hire – Fees and Charges**.
- 2.4. 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 weighted down as stakes/pegs are not permitted.

### 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 accompanied with the **Application for Hall Hire form** requesting 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 may 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. 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.

## 7. COVID-19 REQUIREMENTS

Users must meet the following COVID-19 restrictions during the entirety of their booking(s):

- Practicing good hygiene.
- Ensuring cleaning is carried out after use, as per the City's standard cleaning requirements and COVID Cleaning Requirements.

Your group is obligated to comply with these precautionary measures.

The above measures are subject to change; we recommend that you keep yourself updated through the Department of Health [www.health.gov.au](http://www.health.gov.au).

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](mailto:belmont@belmont.wa.gov.au)  
Website: [www.belmont.wa.gov.au](http://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.

**N.B** *This is important should an emergency arise and evacuation is initiated from the building.*

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## 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 front door identifying key escape routes.)
- 2.4 **Telephone: 000 ask for **Fire / Police / Ambulance.****

*Prepare to give the following details:*

*Location - \_\_\_\_\_*

*Nearest main intersection - \_\_\_\_\_*

- 2.5 **Assemble outdoors** at a safe **assembly point** (Note avoid car 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**

A/H Ph No: **9477-7224**

Name: **City of Belmont Switchboard**

Business Hours Ph No: **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 2.4 for location of nearest main intersection).

Location - \_\_\_\_\_ see question 2.4 \_\_\_\_\_

Nearest main intersection - \_\_\_\_\_ see question 2.4 \_\_\_\_\_

### 3.2 Do Not confront the offender/s

### 3.3 Act passively

### 3.4 Use SAFE;

### 3.5 S – Stay Calm, A – Act passively, F.- Follow instructions, E – Evidence Gather

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### 3.6 *IN CASE OF EARTHQUAKE OR SEVERE STORM (CYCLONE):*

**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.

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### 3.7 *IN CASE OF A BUSHFIRE IN THE IMMEDIATE AREA:*

**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.

### 3.8 *FIRST AID + RESOURCES*

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

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### 4.0 *REPORTING OF MINOR DAMAGE ETC*

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

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**NOTE: 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.**