

# 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. Bookings with alcohol consumption will not be considered for the Rivervale Community Centre Monday to Friday before 6pm.
- 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.

### 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.