

# CITY OF BELMONT

## Notification of Casual Passive Reserve Use

Please note this application form does not grant the user exclusive use of the park area – it is simply a notification so the City is aware which groups are using the park. Gazebos, boardwalks, barbeques etc. will not and cannot be roped off. The City will not take any additional bookings for the area but cannot guarantee other individuals won't be using the same area of the park at the same time.

Fees are applicable to large events and weddings. A bond may apply to some users.

Hirers Information	
Organisation (if applicable):	
Applicant Name:	
Postal Address:	
Drivers Licence Number:	
Phone Number:	(H/W) (M)
Email:	
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 Reserves	
<input type="checkbox"/> Adachi Park	
<input type="checkbox"/> Hardey Park	
<input type="checkbox"/> Centenary Park Lake Area	
<input type="checkbox"/> Cracknell Park	
<input type="checkbox"/> Tomato Lake – Gazebo/Boardwalk	
<input type="checkbox"/> Tomato Lake – Oats Street	
<input type="checkbox"/> Tomato Lake – President Street	
<input type="checkbox"/> Tomato Lake – Open Space	
<input type="checkbox"/> Faulkner Park – Front Gardens & Jetty	
<input type="checkbox"/> Faulkner Park – Rear Gardens & Gazebo	
<input type="checkbox"/> Freshwater Lake (Ascot Waters)	
<input type="checkbox"/> Garvey Park – Horse Access Area	
<input type="checkbox"/> Garvey Park – Picnic Area 1	
<input type="checkbox"/> Garvey Park – Picnic Area 2	
<input type="checkbox"/> Gould Reserve	



Event Details		
Date(s) of Hire		
Hours of Hire	Start:	Finish:
Details of Function <i>(Purpose of park use - please include equipment details, food, locations of photography, marquees etc.)</i>		
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	
Have you hired a City venue previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>I, as the applicant, have read and confirm I understand the following:</b>  <i>(please tick boxes)</i></p> <p><input type="checkbox"/> There are <b>strictly</b> no changes permitted to bookings within 5 business days of the hire date (this includes and is not limited to, time additions/reductions, venue changes);</p> <p><input type="checkbox"/> Changes made prior to the 5 business days must be made in writing and may incur a \$25 administration fee (per requested change);</p> <p><input type="checkbox"/> Access keys (if applicable) must be picked up from the Civic Centre the business day prior to my booking date, between the hours of 8:30am-3:00pm;</p> <p><input type="checkbox"/> Should I cancel my booking within no more than 5 business days' notice I will forfeit my booking fees (if applicable);</p> <p><input type="checkbox"/> I have read and understand all the Conditions of Hire that were attached to my application form and I am aware that my bond will not be returned should I not comply with these. I will ensure that advised necessary precautions are taken. I acknowledge I am responsible for the supervision of the group whilst they take part in all activities at the park and have explained the conditions of use to all members of the group.</p>		
_____ Signature of Applicant		_____ Date of Application
Bond Refund – Bank Details		
<p><b>Please advise your bank details below so we can easily return your bond via EFT (credit cards details not accepted)</b></p> <p><i>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.</i></p> <p><i>Please note: The City is not deducting any amount from your bank account. Should fees apply for your booking, 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.</i></p>		
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

## Passive & Active Reserve Hire Fees & Charges 2021/2022

There is a park within a three minute walk of every family home in the City of Belmont. In some situations, the City of Belmont charges fees to utilise Council's passive and active reserves.

<b>Passive Reserve Hire - Events</b>	
A fee is charged for events (per day) <i>Please note: A Public Event Application is also required to be submitted to the City's Health Department.</i>	\$355.00
<b>Passive Reserve Hire – Weddings/Medium Sized Events</b>	
Weddings/Medium Sized Events	\$120.00
<b>Passive and Active Reserve Hire - Personal Training</b>	
Personal Training (per hour)	\$5.00
<b>Active Reserve Hire – Full day (6 to 12 hours)</b>	
Casual rate	\$220.00
Community / Not-for-profit groups	\$175.00
<b>Active Reserve Hire – Half day (4 to 6 hours)</b>	
Casual rate	\$170.00
Community / Not-for-profit groups	\$132.50
<b>Active Reserve Hire – Hourly rate</b>	
Casual rate	\$44.00
Community / Not-for-profit groups	\$35.00
<b>Active Reserve Hire – Wilson Park Netball Courts</b>	
Casual court hire (per court, per hour)	\$13.50
<b>Bonds</b>	
Charges are calculated based on individual applications. The bond amount will vary from \$250.00 to \$2000.00, depending on the event.	
<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>Security Callout Charge</b>	
A security callout fee is \$50.	
<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>	
I, as the applicant, declare that all details are true and correct and no relevant information has been omitted. <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>	
_____ 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

## Conditions of Passive Reserve Use

### 1. APPLICATIONS

1.1 Applications must be lodged on the official notification form no less than 5 business days prior to booking date. An acknowledgement letter and invoice (if applicable) 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 **Passive and Active Reserve Hire - Fees and Charges**.

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

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

1.4 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.**

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

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

1.7 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 changes, date changes).

1.8 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.

1.9 The bond amount shall be refunded provided the Hirer leaves the venue in a satisfactory condition and no keys / swipe cards (if applicable) are lost. The bond will take approximately two weeks to be refunded and will be posted in cheque form or electronic transfer where requested.

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 3.00pm.

1.12 Charges will apply if the keys and/or swipe cards are lost. Please refer to **Passive and Active Reserves – Fees and Charges**.

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

1.14 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.

1.15 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. Please be aware pegs are not permitted to put into the ground to anchor structures, only sandbags or other weighted objects can be used.

- 1.16 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.
- 1.17 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.
- 1.18 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.
- 1.19 No food or drink is to be sold or supplied to the general public at Tomato Lake.
- 1.20 Event applications need to be received at least 2 months prior to the booking date.

## 2. CLEANING REQUIREMENTS

At the conclusion of the function/session 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. are to be removed immediately after each function. 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 spirituous liquors, wine, ale or spirits shall be brought into or consumed upon any portion of the property except when permitted in writing by the City of Belmont. An ***Application to Consume Liquor Form*** must be accompanied with the ***Notification of Casual Passive Reserve Use 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.
- 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 attached to the Application Form.
- 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](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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