



Conditions of Facility Hire: Halls, Parks and Reserves

General

1. All bookings are subject to the City of Nedlands Local Laws and Regulations. Copies of Local Laws may be requested from the City of Nedlands or downloaded from the City's website nedlands.wa.gov.au
2. The City of Nedlands reserves the right to refuse an application for hire.
3. The City of Nedlands reserves the right to request proof of identity of the applicant prior to the approval of an application for hire. The City will not hire halls to persons under the age of 18.
4. The City of Nedlands takes no responsibility for any action outside its control which could interfere with, or cause the cancellation of, the booking/event. All hirers shall make their own enquiries with other Statutory Authorities and relevant organizations whose actions may impact on the booking/event.
5. Hirers are required to take all measures necessary to protect people and property.
6. Hirers are required to prevent nuisance, unreasonable noise and/or disturbance to local residents.
7. Consumption of alcohol on City managed land is strictly prohibited unless approved in writing by the City of Nedlands. This does not apply to events run by incorporated sporting clubs or incorporated community organisations based within the City of Nedlands who are regular users of City facilities. For more information, please contact the Administration and Events Officer on (08) 9273 3500.
8. The City of Nedlands requires that Hirers maintain all facilities and grounds in a clean and tidy manner at all times. After each use of the facilities all waste and rubbish are to be placed in the bins provided. Removal of litter undertaken by City staff will be charged against the bond. Extra rubbish or recycling bins may be hired from the City at additional cost.
9. The organiser of the booking/event is liable for any damage or loss of public and / or City and /or personal property.
10. It is the applicant's responsibility to ensure the facility being booked is suitable for their needs. Should a facility be deemed unsuitable by the applicant an alternative venue should be sought. If an applicant deems a facility to be unsuitable after a booking has commenced, it is recommended the applicant ceases all activities to reduce the risk of injury, loss or damage. It is strongly recommended the applicant take appropriate steps to ensure a sufficient public liability insurance policy is in place before the beginning of the booking period.
11. Please note the City's Public Liability Insurance policy protects the City only and does not protect the applicant or any other person against a claim made in relation to the hire period.

Payment

12. Bookings for casual hire and events are not confirmed until full payment has been made and the City has advised in writing that the booking, subject to these Terms and Conditions, has been approved.
13. Payment for hire by Regular Community Group Hirers will be billed monthly to the Hirer.



Cancellation

14. Cancellation of any booking must be made in writing to the City of Nedlands.
15. Cancellations of hall bookings must be made seven (7) calendar days prior for a full refund of hire fees. If the booking is cancelled within the 7 days prior to the booking a 10% fee from the whole hire fee will be deducted.
16. Cancellation for event bookings must be made seven (7) calendar days prior to the event date for a full refund of hire fees. Please refer to the City of Nedlands Schedule of Fees and Charges for information regarding non-refundable event fees.
17. Reserve booking alterations or cancellations must be sent to the City in writing no less than 7 working days to the date in question. If prior notification is not provided, the Club will be invoiced as per booked details.

Bonds

18. The City of Nedlands reserves the right to apply a bond where it is deemed necessary.
19. A bond may be charged for
 - Hall or reserve hire
 - Access to facility keys
 - Vehicle access to the reserve
 - Events held on City managed land
20. Part or all of an applied bond may be used for repair or restoration work to City assets necessitated by the Hirer's activities, or to cover the cost of extra services which City staff may have to supply. Hirers may be invoiced after the event for any additional works necessitated due to damage caused by the Hirer.
21. No booking shall be regarded as confirmed unless the required bond has been provided to the City before the function.

Key Collection

22. Keys may be collected only on the day of hiring before 4pm or before 4pm on the working day prior to a weekend booking.
23. Should it be necessary for a City of Nedlands employee to provide a key out of hours, a call-out fee will be charged to the hirer.
24. Should any key/s be lost/stolen or misplaced a replacement key will be provided, the key bond will be forfeited, and a new bond will be required.

After Hours

25. The City of Nedlands reserves the right to charge the Hirer a call-out fee if a City employee is called-out to attend a situation that is not considered a genuine emergency. Contact no's have been provided below:
 - 000 for life threatening emergencies
 - 9273 3500 for non-life-threatening emergencies

Halls and Facilities

26. The Hirer is responsible for the following:
 - a. Removing all waste from the hall that cannot be deposited in the bins provided.
 - b. Wiping all surfaces in the kitchen and bathrooms at the end of the booking period.
 - c. Ensuring all floors are left in a clean and dry condition, sweeping any mess if necessary (mopping not permitted).



- d. Ensuring all tables and chairs are properly stacked in the designated storage area, and the correct equipment is used for moving tables and chairs.
- e. Ensuring all lights, heating and cooling units, and any on-site Av equipment are turned off prior to exiting the building.
- f. Ensuring the building is left secure before leaving the premises.
27. If the Hirer finds the hall in a bad or damaged condition, the Hirer is responsible for reporting the condition of the hall to the City. During business hours, contact the City on (08) 9273 3500. Outside business hours, please report in writing to council@nedlands.wa.gov.au
28. The use of helium-filled balloons is not permitted in City halls.
29. Decorations shall not be hung from lighting fixtures or the ceiling, and the use of nails, tacks or screws is prohibited.
30. Use of a naked flame in any City-owned public building is strictly prohibited. This is to avoid the risk of fire and setting off the fire alarms unintentionally.
31. Sub-letting of the hall is prohibited. In the event the Hirer parts with possession of the hall to a person not approved by the City, the applicant will remain liable for any damage caused by that person.
32. Smoking in City buildings is prohibited.
33. No electrical devices are to be used in a hall without prior written approval by the City. If written permission has been obtained the hirer shall ensure the electrical device is appropriately tested and tagged. Regular hirers of a hall shall ensure electrical equipment is tested annually.
34. The applicant shall ensure the number of people using the facility shall not exceed the maximum number of persons stated by the City's health services, which is in accordance with Section 178(3)(b) of the Health Act.
35. If, during the period of hire and/or use, any damage is caused to the hall or any property therein, the City may, at its absolute discretion, call on the bond and apply it to repair the damage. Assessment may take several weeks, depending on the severity of the damage, and bonds may be held until all assessments are made.
36. The applicant shall comply with the provisions contained within the City of Nedlands' Local Law Relating to Council Halls. Copies are available from the City's administration. A photocopying fee will apply and this shall be determined from time to time by the City

Parks and Reserves

37. The Hirer is responsible for the following:
 - a. Ensure that the entire area used is left in a clean and tidy condition with all excess rubbish removed.
 - b. All patrons are to abide by the parking regulations surrounding the park/reserve.
 - c. No smoking is permitted near public playgrounds or City buildings.
 - d. Glass and crockery is not to be used in any parks or reserves.
 - e. Changerooms and toilets are to be left clean, tidy and secure.
38. The hire of a park or reserve for casual or event use permits the Hirer to 50% exclusive use only.
39. Vehicle access to the reserve is permitted at the discretion of the City of Nedlands and written approval must be given prior to the booking/event. Park/reserve gates must remain locked when not in use.
40. No public parking is allowed on the reserve without prior permission from the City of Nedlands.
41. Hirers will be responsible for any ground reinstatement costs other than for fair wear and tear.



42. The use of party poppers, throwing of confetti or release of balloons is not permitted.
43. The use of model aeroplanes, firearms, fireworks, and/or mechanical equipment is not permitted without prior written approval from the City.
44. The use of temporary structures such as marquees, staging, or grandstands are not permitted without prior written approval from the City.
45. The use of metal spike and/or pegs is strictly prohibited in all parks and reserves. The use of plastic pegs is permitted with prior written approval from the City.

Sporting

46. The City of Nedlands is responsible for the initial line marking of all sporting fields each season (regular users only). Sporting clubs will be invoiced appropriately at the end of each season.
47. Sporting Clubs must give the City at least two (2) weeks' notice for all line marking requests. Requests are to be made in writing to the Coordinator Community Development Officer.
48. The use of herbicides, creosote, oil or petroleum based products, or any other product that may cause damage to the turf is strictly prohibited. The allowable line marking medium shall be restricted to dedicated products manufactured for this purpose.
49. Where any sporting activity takes place on a City park or reserve that requires the use of spikes and/or pegs, it is a requirement that the spikes/pegs are made of plastic or a material of similar composition. The use of metal spikes and/or pegs is strictly prohibited.

Events

50. Wedding receptions, engagement parties, wakes, and funerals are not permitted in City of Nedlands halls, parks or reserves.
51. Wedding ceremonies are not permitted in City of Nedlands halls. They may be held in City parks or reserves.
52. The City requires all groups, associations, organisations and clubs to provide a copy of their Public Liability Insurance for a minimum of \$20million, with the City of Nedlands listed as an interested party, for events with any of the following:
 - a. Attendance at the event will exceed 200 people.
 - b. The event is considered high-risk.
 - c. The event requires a road closure or temporary suspension of road rules.
 - d. An entrance or registration fee is charged for the event.
53. Event applications made to the City of Nedlands may be considered Simple or Complex and may require additional information at the request of the Administration and Events Officer.

Statutory (Noise, Food, Structures, Fireworks, etc.)

54. The hirer is responsible for ensuring the noise levels comply with the *Environmental Protection (Noise) Regulations 1997*. In the event of a noise complaint, noise must cease as directed by an Authorised Officer.
55. Should an event involve food stalls or food trucks that sell or provide goods to the general public, the hirer must ensure that each stall provides:
 - a. A copy of their Food Business Registration Certificate under the *Food Act 2008*.
 - b. A complete food event notification form and street trading application.
 - c. A copy of their Public Liability Insurance for a minimum of \$20million with the City of Nedlands listed as an interested party.



- An accurate plan of the food stall or food truck/vehicle.
56. Should an event offer amusement rides or other entertainment activities that may affect the safety of participants or spectators, operators and suppliers are required to have Public Liability Insurance for a minimum of \$20million and current WorkSafe and Annual Inspection certificates for all amusement rides. Copies of all documents must be provided to the Administration and Events Officer prior to event approval being granted.
 57. All stages, marquees, tents, spectator stands, amusement rides, and fencing are considered temporary structures which require approval from the City of Nedlands. Please contact the Administration and Events Officer on (08) 7273 3500 for further information for statutory requirements related to structures.
 58. The Department of Mines, Industry Regulation and Safety is responsible for the statutory approval of fireworks displays. Their approval process requires the Local Government Authority to provide written consent. Please contact the Administration and Events Officer on (08) 9273 3500 for more information.

Filming and Drones

59. Filming within the City of Nedlands is not permitted without prior written approval. For more information about filming within the City, please contact the Administration and Events Officer on (08) 9273 3500.