

Contact details

Name of applicant _____
Street address _____

Email _____
Phone _____
Mobile _____

I have read, understood and agree to abide by the attached terms and conditions of hire and will ensure any bookings or cancellations are sent to the City in writing no less than seven days prior to the date in question. I understand and agree if prior notification is not provided, the City will send the applicant/group an invoice as per the booking details.

Name _____
Signature _____
Date _____

Booking details

Dates Start _____ Finish _____

Times Start _____ Finish _____

Pattern (ie. every second Monday) _____

Description of booking _____

No. of attendees _____

Type Community Commercial
 Other, please specify _____

Birthday party Y N Under 13 Teen Adult

Fundraiser Y N Sporting club Y N

Engagement Y N Wedding Y N Wake Y N

Commercial provider (eg caterers, bouncy castles, animal farm, clowns, magicians etc)

Please specify _____ Y N

Incorporated sporting club Y N

If yes, alcohol provided? Y N

or

Incorporated community organisation Y N

If yes, alcohol provided? Y N

Please indicate the facility you require below.

Facility name	Capacity	Information
<input type="checkbox"/> Allen Park Pavilion	105*	Wooden floor, electric stove, fridge, tables and chairs, air-conditioning.
<input type="checkbox"/> Dalkeith Hall	185*	Wooden floor, gas stove, fridge, tables and chairs, split-system heating and cooling.
<input type="checkbox"/> Drabble House	50*	Wooden floor, carpet, gas stove, fridge, tables and chairs, wall heaters.
<input type="checkbox"/> John Leckie Pavilion	275*	Wooden floor, gas stove, fridge, tables and chairs, split-system heating and cooling.
<input type="checkbox"/> John Leckie Pavilion – Youth Music Room	5	Sound proof room, carpet floors, air-conditioning. To be used for musical rehearsal by youth bands (up to the age of 25).
<input type="checkbox"/> Mt Claremont Kindergarten building	20	Electric stove, hot water unit, fridge, 20 chairs and a few tables, electric wall heaters, vinyl floor, separate office, large grass enclosed area.
<input type="checkbox"/> Banksia Room	110*	No kitchen facilities, carpet, tables and chairs, space heater, air cooling
<input type="checkbox"/> Hakea Room	80	Carpet, hot water unit, sink, tables and chairs, space heater, air cooling.
<input type="checkbox"/> Tuart Room	65	Vinyl floor, hot water unit, sink, tables and chairs, space heater, air cooling.
<input type="checkbox"/> JC Smith Pavilion	150*	Wood floor, stove/oven, fridge, tables and chairs. Large mobile fan, coolers.
<input type="checkbox"/> Adam Armstrong Pavilion	150*	Carpeted and tiled areas, bar with built-in sink, bar fridges, kitchen fridges, stove/oven, air-conditioning, tables and chairs, bi-fold doors to verandah and fully enclosing blinds.

*Standing, less for tables and chairs. Capacity will be determined by number of tables and chairs required.

Once you have completed this form, please return it to the City via any of the methods below.



Email Scan and email to
council@nedlands.wa.gov.au



Mail Post to
City of Nedlands
PO Box 9
Nedlands WA 6909



In person Visit the Administration Centre
71 Stirling Hwy
Nedlands WA 6009

Consumption of liquor

Please note the City does not permit the consumption of alcohol in halls or buildings for private individual or business events.

This ban does not apply to events run by incorporated sporting clubs or incorporated community organisations based within the City of Nedlands (evidence may be requested).

Terms and conditions

It is the intention of the City of Nedlands to make community facilities available for hire for all organisations within the community. However, where two applications exist to use the same facility at the same time, it will be the City's discretion as to which organisation will be granted a booking. Generally, the City will favour community groups over commercial groups.

An application for hall hire must be lodged at the offices of the City at 71 Stirling Highway, Nedlands, and be accompanied by the appropriate fee. The application forms shall be fully completed and accompanied by proof of identity of the applicant, either by way of motor vehicle licence, birth certificate, passport or current rates notice. The City will not process applications that are incomplete.

Below is a list of the rules and regulations in hiring a City hall:

1. The City will not hire halls to persons under the age of 18.
2. Persons 18 years of age and under applying to hire a hall for functions, are required to provide the City with their parents' written undertaking that:
 - a. the applicant's parent/s will attend the hall throughout the entire hire period.
 - b. the applicant's parent/s will assume financial liability for any damage caused to City property by the function attendees.
 - c. the applicant's parent/s will use their best endeavours to ensure persons under the age of 18 years do not consume alcohol on, or in, City property. Please note: casual hire bookings at Hackett Hall and Mount Claremont Community Centre involving the consumption of alcohol are prohibited.
3. The City reserves the right to refuse an application for hall hire without giving any reason.
4. Applicants shall be charged hire fees and bonds, according to fees and charges set by the City from time to time.
5. No booking shall be regarded as confirmed unless the required bond has been paid to the City before the function.

6. That bond will only be repaid by the City subject to the applicant complying with all its obligations in respect of the hall.
7. Where an applicant wishes to make a regular booking, the bond will be deposited before the first hiring period and refunded when the applicant informs the City the hiring is no longer required and they key is returned. The hiring fee and bond shall be paid to the City no later than one month before the date of hire.
8. All bond refunds will be by cheque.
9. No electrical devices are to be used in a hall without prior written approval by the City of Nedlands. If written permission is given by the City of Nedlands, the hirer shall ensure the electrical appliance is tested annually, in good working order and used in a safe manner compliant with the user manual. If electrical appliances are used without approval, the hirer will be responsible for any damage that occur and the City of Nedlands will not be liable. All associated costs stemming from misuse or unapproved use will be borne by the hirer.

Using the hall

Halls are available for hire between 7am and midnight. Hiring time will include the time needed by the applicant to set up and clean up. The applicant shall ensure all equipment, food and beverages required for the applicant's function are delivered to the hall within the booking period.

The minimum hire period for a hall is one hour. The maximum hire period is 17 hours (7am to midnight).

The applicant may only use the hall for the purpose shown on the application form and approved by the City. Unauthorised hall use will result in a fine of \$250.

Council officers may have access to a hall at all times without prior notice to the applicant.

The applicant shall leave the hall in a clean and tidy condition. Clean up must be completed at the conclusion of the function. City of Nedlands-owned fixtures and fittings cannot be removed from any hall at any time.

Cleaning includes:

1. Removal of waste from the hall that cannot be deposited in bins provided or public litter bins.
2. Wiping all horizontal surfaces in the kitchen and bathrooms.
3. Ensuring all floors are left in a safe and dry condition.
4. Sweeping or vacuuming all floors.

5. Ensuring all chairs and tables are properly stacked in the designated storage area.
6. Wooden floorboards are not to be mopped. No solvents or cleaning solutions are to be used on wooden floors. Cleaning solvents and polishes are to be used by the City's contractors only.

On completion of cleaning, the applicant shall ensure all lights, heating and cooling units are turned off and the hall is then secured with the appropriate swipe card. It is the applicant's responsibility to provide all necessary cleaning products and equipment to comply with the cleaning requirements.

In a case where an applicant finds the hall in a bad or damaged condition before use, it is the responsibility of the applicant to report the hall condition to the City. During business hours, contact the City on 9273 3500.

The applicant is to ensure the swipe card provided is returned to the City no later than 10am on the next working day, following the completion of the hire period. In the event the City's subsequent inspection shows the hall has not been left in a clean and tidy condition, the cost of any cleaning deemed necessary by an officer of the City shall be deducted from the bond deposited by the applicant.

Decorations shall not be hung from lights or the ceiling and the driving of nails, tacks or screws into any part of the building, or the use of adhesive tape or blu tack, is prohibited.

The use of helium-filled balloons is not permitted in City venues. A cost will be incurred by the hirer for the removal of balloons if used.

If written permission has been obtained from the City of Nedlands to use an electrical appliance and, if recorded music is to be played during the hire period, the applicant shall ensure that the appropriate licence is obtained from the Australasian Performing Right Association.

The applicant shall take all necessary steps to ensure noise emitted from the facility (including any car park or outdoor areas) during any function does not cause annoyance to nearby residents. This can be done by ensuring doors and windows are closed if music is playing.

Applicants are warned that any excessive noise may result in a prosecution by the City itself for a breach of the Environmental Protection (Noise) Regulations 1997.

Smoking in City buildings is prohibited.

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.

Sub-letting of the hall is prohibited. In the event the applicant 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.

The applicant shall be liable for any loss or injury caused to persons who attend the hall or its environs during the function. 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 hall hire period. It is the applicant's responsibility to ensure the facility being booked is suitable for their needs and, 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 function.

The applicant is liable for any damage caused to the hall (and any fixtures or fittings contained within the hall) during the period of hire and/or use, whether caused by the applicant, his or her invitees or any other person.

In the event that, 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.

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.

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.

Cancellation of bookings

If the applicant cancels a booking less than 14 days before the hire date, a fee of \$25 will be deducted from the bond.

In the event the applicant cancels a booking within 14 days of the hall hire date, the bond will be forfeited to the City unless the hall is re-booked by another applicant.

Cancellation may only be effected by notice in writing, addressed to the CEO of the City.

Access and swipe cards

Access to the hall will only be available from the date and time shown on the application to hire a hall.

Swipe cards are to be collected from the City's Administration Centre, 71 Stirling Highway, Nedlands between 8.30am and 4pm week days.

Swipe cards may be collected – but will only be handed over to a person providing proof of identification at the City's Administration Centre. If the person collecting the swipe card is not the applicant, the applicant will need to provide that person with written authority for them to collect the swipe card.

Swipe cards shall be returned the next working day, following the completion of the hire period.

The applicant shall report any loss of swipe cards to the City the next working day, following the loss. The cost to replace swipe cards and/or locks to the hall will be debited from the bond.

After hours service

Please note the City provides hire facilities as a low-cost, no-frills service primarily to meet the needs of community users. To keep costs low, these halls are not staffed and City employees are generally not available to attend the halls outside normal office hours, except in an emergency.

A call-out fee will be charged when the situation is not a genuine emergency, decided by the City.

Contact numbers have been provided below:

- 000 for life threatening emergencies
- 9273 3500 for non-life threatening emergencies