



Contact details

Name of applicant _____

Street address _____

Email _____

Phone _____

Mobile _____

Proof of identity Yes No

I have read, understood and agree to abide by the attached Terms and Conditions of hire and I will ensure that any alterations or cancellations are received in writing no less than 7 days prior to the date in question.

Name _____

Signature _____

Date _____

Booking details

Dates Start _____ Finish _____

Times Start _____ Finish _____

Pattern I.e. every second Monday _____

Purpose _____

Anticipated attendance _____

Alcohol provided Yes No

Type Community Commercial Private function
 Other, please specify _____

Office use only

Proof of identity No Yes, please specify _____

Date cleaner notified _____

Paid Amount _____ Date _____

Receipt _____

Key Number _____ Trust number _____

Returned _____

Hall trust number _____ Date refund requested _____

Bond refunded No Yes

Liquor permit granted No Yes, date _____



Please indicate below the facility you require for use.

Facility name	Capacity	Information
<input type="checkbox"/> Allen Park Pavillion	105	Wooden floor, electric stove, fridge, tables and chairs, ceiling fans.
<input type="checkbox"/> Dalkeith Hall	185	Wooden floor, gas stove, fridge, tables and chairs, wall heaters.
<input type="checkbox"/> Drabble House	50	Wooden floor, carpet, gas stove, fridge, tables and chairs, wall heaters.
<input type="checkbox"/> John Leckie Pavillion	100	Wooden floor, gas stove, fridge, tables and chairs, wall heaters and ceiling fans.
<input type="checkbox"/> John Leckie Pavillion - 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 few tables, electric wall heaters, vinyl floor, separate office, large grass enclosed area.
<input type="checkbox"/> Banksia room	160	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"/> White board		Must be booked along with a room and to be returned to the main foyer store room after each use. No pens supplied.

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



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



Fax Fax to
08 9273 3670



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



In person Visit the Administration Centre at
71 Stirling Hwy
NEDLANDS WA 6009



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 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 which 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 parent's/s' 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 prior to 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 prior to the first hiring period and refunded when the applicant informs the City that the hiring is no longer required. The hiring fee and bond shall be paid to the City no later than one month prior to the date of hire.
8. All bond refunds will be by cheque. Allow 13 working days for processing.
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 that the electrical appliance is tested annually, in good working order and used in a safe manner that is compliant with the user manual.



Using the hall

Halls are available for hire between the hours of 7 am and midnight. Hiring time will include time needed by the applicant for set up and cleaning up. The applicant shall ensure that all equipment, food and beverages which are required for the applicant's function are delivered to the hall within the period during which the applicant has hired the hall.

The minimum hire period for a hall is 1 hour and the maximum hire period is 17 hours, 7 am 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.

Cleaning includes:

1. Removal from the hall of waste that cannot be deposited in bins provided for in the hall 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 that all lights, heating and cooling units are turned off and that the hall is then secured with the proper key. It is the applicant's responsibility to provide all the 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 prior to their use, it is the responsibility of the applicant to report the hall condition to the City. During work hours contact the City on 9273 3500.

The applicant is to ensure that the key provided is returned to Council no later than 10 am on the morning of the next working day following the completion of the hire period. In the event that Council's subsequent inspection shows that the hall has not been left in a clean and tidy condition the cost of any cleaning deemed necessary by an officer of Council 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 bluetac is prohibited.

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

If written permission has been obtained from the City of Nedlands to use a electrical appliance and If recorded music is to be played during the hire period then the applicant shall ensure that the appropriate licence is obtained from the Australian Performing Rights Association.

The applicant shall take all necessary steps to ensure that 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.

Sub-letting of the hall is prohibited. In the event that the applicant parts with possession of the hall to a person not approved by the City, then 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 that 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 with respect to the period of hire of the hall. 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 a applicant deems a facility to be unsuitable after a booking has commenced, it is recommended that the applicant ceases all activities to reduce the risk of injury, loss or damage. It is strongly recommended that the applicant take appropriate steps to ensure a sufficient public liability insurance policy is in place prior to the commencement of the function.

The applicant is liable for any damage caused to the hall, 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 Council administration. A photocopying fee will be incurred 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 prior to the hire date a fee of \$25 will be deducted from the bond.

In the event that 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 keys

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

Keys are to be collected from the City Administration, 71 Stirling Highway Nedlands between the hours of 8.30 am and 5.00 pm weekdays. Hall hirers using the Mount Claremont Community Centre will need to collect a swipe card.

Keys may be collected but will only be handed over to a person attending at the office of the City providing proof of identification. If the person collecting the key is not the applicant then the applicant will need to provide that person with written authority for them to collect the key.

Keys shall be returned by the next working day following the completion of the hire period. The applicant shall report any loss of hall keys to the City the next working day following the loss. The cost to replace the keys and/or locks to the hall will be debited from the bond.

Consumption of liquor

Please note that 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).



After hours service

Please note that 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, and
- 9273 3500 for non-life threatening emergencies.