



SHIRE OF PEPPERMINT GROVE

1 Leake Street, Peppermint Grove Western Australia 6011
 Telephone: (08) 9286 8600 ABN: 59760970579
 Office hours: Monday to Friday, 8.30am to 5.00pm

All correspondence to be addressed to Chief Executive Officer
 Shire of Peppermint Grove, PO Box 221, Cottesloe WA 6911

Facility Co-ordinator: Tel: 9286 8686 or Email: comcentre@thegrovelibrary.com

THE GROVE COMMUNITY CENTRE ROOM HIRE APPLICATION

PERSONAL DETAILS

Name of Applicant

(Applicant Must Be 18 Years of Age or Over) _____

Name of Organisation: _____

Contact Telephone Number: (W) _____ (H) _____
 (M) _____ (F) _____

Address of Applicant: _____

_____ Postcode _____

Email: _____

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 10 days prior to the date in question.

Signature of Applicant: _____ Date: _____

PAYMENT

Payment may be made by mail or in person to the offices of the Shire of Peppermint Grove at 1 Leake Street, Peppermint Grove. The offices of the Shire are open between 8.30am and 5.00pm Monday to Friday and payments may be in cash, cheque, EFTPOS, credit card or by EFT.

BOOKING DETAILS

Start Date ____/____/____ Finish Date ____/____/____

Start Time _____ Finish Time _____

(Please include your set up and take down times)

One off event or Booking Pattern (i.e. Every Second Monday, etc) _____

Purpose of Booking: _____

Anticipated Attendance: _____

Rate Type: **Local** Community Groups (Not for Profit) All Other Hirers

BOOKING DETAILS (continued)

<input checked="" type="checkbox"/>	Room Name	Capacity	Room Information & Equipment
<input type="checkbox"/>	Community Centre	80	Vinyl floor, 16 rectangular trestle tables, 80 stackable chairs with trolleys, data projection, drop down screen, PA system and lectern. Kitchen facilities- Fridge, Dishwasher, Microwave, Sink & Bench Space, Zip Hot/Cold Water Unit (10 cups). Catering trolley. Moveable demonstration stainless steel cooking bench with gas cook top and electric oven. Cooking Demonstration Camera. 1 x 25 litre wall mounted hot water urn, (150 cups) 80 x cups, mugs, glasses, plates, cutlery, etc.
	Dividing the Room - (Management approval only)		N.B - The community centre can be divided into two rooms if two consecutive small group bookings are made for the one day. (A retractable wall system can be erected with each room having (40 capacity) each.
<input type="checkbox"/>	Internal Courtyard	50	PA System. Deck, outdoor tiled area. No shade cover over the deck and part of the tiled area. This space can only be hired with the Community Centre. Total capacity must not exceed 130.

Available for use 7 days a week between the hours of 8.30am and 10.30pm depending on availability and for approved purposes.

This centre is **not** available as a hall for hire for private parties or functions.

Fees & charges	Day – 8.30am - 6pm	Night – 6pm - 10.30pm
Local Community Groups (Not for Profit) N.B - 80% of group must live in Cottesloe, Mosman Park or Peppermint Grove.	\$22.00 Inc of GST per hour \$112.50 full day (8.30am – 6pm)	\$22.00 Inc of GST per hour (minimum 2hrs)
All Other Hirers Private Hirer or Commercial Meetings, classes, seminars	\$45.00 Inc of GST per hour \$275 full day (8.30am - 6pm)	\$45.00 Inc of GST per hour (minimum 2hrs)
Bond	\$100	\$100
Cancellation Fee	More than 24hours notice - \$55 Less than 24hour notice- full hire cost forfeited	More than 24hours notice - \$55 Less than 24hour notice- full hire cost forfeited

OFFICE USE ONLY

Date Received: _____	Date Approved: _____
Hire Charges: _____	Bond: _____
Receipt No. (Hire): _____	Bond Receipt No. _____
Public Liability Insurance Details: _____	Confirmation Email/Letter sent: _____
Proof of Identity: _____	EFT Details: _____
Remote & Alarm Code allocated: _____	Bond refunded: _____

SHIRE OF PEPPERMINT GROVE - ROOM HIRE TERMS AND CONDITIONS

BOOKING GUIDELINES AND PROCEDURES

1. It is the intention of the Shire of Peppermint Grove 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 Shire's discretion as to which organisation will be granted a booking. Generally local community groups will be favoured over, private or commercial groups.
2. An application for room hire must be lodged at the offices of the Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, 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 driver's licence, motor vehicle licence, or current rates notice.
3. The Shire will not hire rooms to persons under the age of 18.
4. Applicants shall be charged hire fees and bonds according to the Shire's Schedule of Fees and Charges. The Shire reserves the right to refuse an application for room hire without giving any reason.
5. No **booking** shall be regarded as **confirmed** unless the required **bond has been paid** to the Shire prior to the event and **a copy of the Certificate of Currency for Public Liability Insurance is provided**.
6. The bond is required as a guarantee that the Community Centre spaces, kitchen and equipment will be left clean and tidy and in an undamaged condition. The bond will only be repaid by the Shire subject to the applicant complying with all its obligations in respect of the hired space.
7. Where an applicant wishes to make a regular booking, the bond will be deposited in a Trust Account prior to the first hiring period and refunded when the applicant informs the Shire that the hiring is no longer required. The hiring fee and bond shall be paid to the Shire no later than 7 days prior to the date of hire.
8. Pre-payment of the **hire fee one week prior to the booking date** is requested.
9. All bond refunds will be by cheque or EFT upon request. For EFT payments please supply the following: account name, BSB, account number. Allow 13 working days for processing.

CONDITIONS OF USE

1. Community Centre spaces are available for hire between the hours of 8.30am and 10.30pm. Room Hire bookings of a recurring nature are only available Monday to Friday. They cannot be made during weekends. Hiring time will include time needed by the hirer for set up and cleaning up. The hirer shall ensure that all equipment, food and beverages which are required for the hirer's function are delivered to the hall within the period during which the hirer has hired the hall.
2. The minimum hire period for a space is 1 hour (8.30am – 6pm), 2 hours (6pm – 10.30pm) and the maximum hire period is 14 hours (8.30am to 10.30pm).
3. The hirer may only use the space for the purpose shown on the application form and approved by the Shire.
4. Council officers may have access to the Centre at all times without prior notice to the hirer.

CONDITIONS OF HIRE

Please read the following carefully prior to completing your Application for Hire Form.
Applicant keeps Conditions of Hire copy and returns Application Form to the Shire of Peppermint Grove.
Conditions and guidelines may be changed by the management without notice.

SHIRE OF PEPPERMINT GROVE - ROOM HIRE
TERMS AND CONDITIONS

5. The hirer shall leave the Centre in a clean and tidy condition. Clean up must be completed at the conclusion of the function. Cleaning shall include:
- Removal from the room/s waste that cannot be deposited in bins provided for in the community centre,
 - Wiping all horizontal surfaces in the kitchen,
 - Ensuring all floors are left in a safe and dry condition,
 - Sweeping or vacuuming all floors,
 - Ensuring all chairs and tables are properly cleaned, stacked and placed in the designated storage area.

On completion of cleaning the hiree shall ensure that all AV equipment, lights, heating and cooling units are turned off and that the room/s are then secured with the code. It is the hiree's responsibility to provide all the necessary cleaning products and equipment to comply with the cleaning requirements.

A charge for extra cleaning, if it is required as a result of a function, will be deducted from the bond (or invoiced if no bond held). It is the hirer's responsibility to provide all the necessary cleaning products and equipment to comply with the cleaning requirements.

In a case where a hirer finds the community centre room/s in bad/damaged condition prior to their use, it is the responsibility of the hirer to report the hall condition to the Shire. During work hours contact the Facility Co-ordinator on 9286 8686.

6. The hirer is to ensure that the security remote control key fob provided is returned to Council no later than 10.00am 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 room/s 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 hirer.
7. 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.
8. If recorded music is to be played during the hire period then the hirer shall ensure that the appropriate licence is obtained from the Australian Performing Rights Association.
9. The hirer 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. Hirers are warned that any excessive noise may result in a prosecution by the Shire for a breach of the Environmental Protection (Noise) Regulations 1997.
10. Smoking within the entire complex is prohibited.
11. Sub-letting of the community centre room/s is prohibited. In the event that the hirer parts with possession of the room/s to a person not approved by the Shire, then the hirer will remain liable for any damage caused by that person.
12. It is the Hirer's responsibility to ensure the facility being booked is suitable for their needs, and should a facility be deemed unsuitable by the hirer, an alternative venue should be sought. If a hirer deems a facility to be unsuitable after a booking has commenced, it is recommended that the hirer ceases all activities to reduce the risk of injury, loss or damage.

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13. The hirer is liable for any damage caused to the community centre room/s, any fixtures or fittings contained within the centre during the period of hire and/or use, whether caused by the hirer, his or her invitees or any other person.
14. In the event that during the period of hire and/or use any damage is caused to the centre or any property therein, the Shire 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. If the damage exceeds the bond, the Hirer will be invoiced and this will be a debt due and owing to Council.
15. The hirer shall ensure the number of people using the facility shall not exceed the maximum number of persons stated by the Shire's Health Services, which is in accordance with Section 178(3) (b) of the Health Act. Maximum room numbers are stated on page 2 of this application form.
16. Before vacating the building the hirer shall ensure that the lockup procedures have been completed. Failure to secure the premises could result in a Security call-out fee. (See below *Security call out*).

CANCELLATION OF BOOKINGS

1. If the hirer cancels a booking with more than 24 hours' notice prior to the hire date a fee of \$55 will be charged.
2. In the event that the hirer cancels a booking with less than 24 hours' notice the full hire cost is forfeited and/or the bond is forfeited.
3. Cancellation may only be effected by notice in writing addressed to the Chief Executive Officer of the Shire.
4. The Shire reserves the right to cancel any regular and casual bookings.

ACCESS AND KEYS

1. Access to the community centre will only be available from the date and time shown on the application to hire a room. Set up and take down time must be included in the hire.
2. A security remote control key fob, which will allow entry and exit and disarming/arming of the building, is to be collected from the Shire of Peppermint Grove Library, 1 Leake Street Peppermint Grove between the hours of 8.30am and 5.00pm weekdays, one to two days prior to their event. It is the hirer's responsibility to organise a time with the Shire/Library to collect this fob and be shown the security procedures. **The booking will be cancelled if no contact is initiated by the hirer 1 day prior to their booking.**
N.B - The security remote control key fob will only be handed over to a person attending at the Shire office/Library and providing proof of identification. If the person collecting the security key fob is not the hirer then the hirer will need to provide that person with written authority for them to collect the fob and shown the security instructions.
3. The security remote control key fob shall be returned via the after-hours library chute or by the next working day following the completion of the hire period.

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4. The hirer shall report any loss of Community Centre security key fobs to the Shire the next working day following the loss. The cost to replace the fob to the community centre will be debited from the bond or invoice issued.

CONSUMPTION OF LIQUOR

1. If the hirer anticipates that liquor will be consumed on community centre premises then the hirer must first obtain the appropriate permission/permit from the Shire and ensure that the conditions in the permit are strictly followed.
2. Kegs will not be permitted.

SECURITY CALL-OUT

1. If the hirer's actions reasonably require a call out to the Community Centre by the security staff or Ranger, the hirer shall be liable to a call out fee determined in accordance with the Schedule of Fees & Charges set by the Shire.

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