

Shire of East Pilbara

Newman Aquatic Centre

Facility Hire Application Form 18/19

Applicant Details:

Contact Name: _____

Name of Group / Club / Organisation: _____

Address: _____

Suburb: _____ Post Code: _____

Phone: _____ Email: _____

Event Details:

Type of Booking / Function: _____

Date(s) Required: _____ Start time: _____ Finish time: _____

Out of Hours? (Before 6:30am) (After 7:30pm) (Weekend) Yes No

Approximate number of people attending: Adults: _____ Children: _____ Under 5's _____ Total: _____

Facilities & Equipment Required:

Facility Hire	Price	Please tick	Equipment Hire	Price	Please tick
BBQ	FREE		Small Inflatables	\$125 p/h	
Beach Volley Ball Court	FREE		Large Inflatables	\$140 p/h	
Private Hire – Entire Facility	\$280 p/h		Inflatable Goals	\$50 p/h	
Private hire of the facility is charged at \$280 per hour, if however the function has over 100 people attending an extra lifeguard fee will be charged which is an additional \$75 per hour.			Inflatable: Start Time _____ Finish Time _____		
			Minimum recommended age on inflatable is 6yrs old. All children under 10yrs old must be supervised at all times. A parent/guardian must be in the water with children younger than 5yrs old. Babies still wearing nappies must also wear elasticized pants. Swim nappies are available for purchase at the kiosk.		

OFFICE USE ONLY:			PAYMENT DETAILS:		
Date Received:	Booking Entered into Synergy: Yes / No		Pay On the day		Invoice
Receiving Officer:	Booking Number:		Pre-paid amount: \$		
Pre-existing bookings checked - no conflict and staff notified: Yes / No			Total Amount on Day: \$		
BBQ Cleaned: Yes / No	Booking Entered Into Calendar: Yes / No		Extra Services Amount: \$		
COMMENTS: _____ _____			INVOICE DETAILS		
			Invoice Number:		
			GL Account:		

Event Requirements:

Is your function a Public Event? Yes No

If Yes, you are required to apply for a Shire of East Pilbara Public Event Application. Application forms can be obtained from the Shire of East Pilbara.

Will Food or Drinks be Sold or Served? Yes No

If Yes, you may be required to apply for a Shire of East Pilbara Temporary Food Trader's Permit. Application forms can be obtained from the Shire of East Pilbara.

Will Alcohol be Consumed? Yes No

If Yes, you are required to apply for a Shire of East Pilbara Consumption of Alcohol Permit. During a function where alcohol is to be consumed, the 50 metre pool and toddler's pool are not to be used and will be sectioned off. Further conditions apply; please see the attached Conditions of Hire for details.

If alcohol is to be sold, an Occasional Liquor License is required from the Office of Racing, Gaming & Liquor. Application forms can be obtained from the Shire of East Pilbara.

If you have answered yes to any of the above questions then your booking will not be confirmed at Newman Aquatic Centre until the required permits have been approved by the Shire of East Pilbara.

OFFICE USE ONLY:				
Please Tick	Yes	No	Application Submission Date:	Application Approval Date:
Public Event Required:				
Traders Permit Required:				
Liquor Permit Required:				

Newman Aquatic Centre Conditions of Hire

The Shire endeavors to maintain its facilities in good condition and trusts that the facilities meet with your requirements. Applications for hire of a facility or equipment shall be made on the appropriate form. In return for the use of Council facilities you are required to comply with the following regulations.

INSURANCE:

Public liability – User/ Community Groups/Sporting /Organisations/Shows

All Users, Community groups, Shows, Clubs and Associations using Council facilities shall, produce to Shire: written proof that they have a current public liability insurance cover of at least \$10 million. If using other organisation in the events, then the hirer is responsible for obtain a copy of their current public liability certificate.

Confirmation will not be approved until a current certificate from the hirer is sighted by the Coordinator Aquatic Services.

- PERSONAL BOOKINGS:** are accepted for all facilities if the hire fee is paid in advance. Clubs may pay weekly for permanent bookings by arrangement with the management. Ten (10) working days' notice of cancellation is required to avoid being charged the 20% cancellation fee.
- CLEANING:** the facility is to be left in a clean condition- if any cleaning is required to be organized by the Aquatic Centre, the cost will be \$150.00 per hour which will be invoiced to you after the event. Cleaning equipment can be provided, please see Reception. No food or drink on floor areas.
- LOSS/DAMAGE:** if there is any loss or damage to Aquatic Centre property then the cost of replacement will be charged to the hirer after the event.

The Hirer shall replace all furniture in the position designated by Aquatic Centre staff. Decorations, food scraps and rubbish must be removed, and the facility area swept and left in a clean and tidy condition by the time the booking expires.

4. **VACATING PREMISES:** all activities/functions must be finalized and the facility cleaned and vacated upon expiration of the period of hire. If the premises are not vacated; additional hire cost will be deducted from bond or invoiced after the event. Hirers wishing to extend the hire period beyond the original booking will also incur staff wage costs to be negotiated with the Coordinator of Aquatic Services.
5. **NUMBER OF GUESTS:** do not invite more guests that the hired facility can adequately accommodate.
6. **NOISE:** comply with the provisions of the Noise Abatement Act of 1972, sound level output must be reduced if requested by Shire Staff.
7. **LIVE FLAMES:** are not permitted within the grounds of any Centre due to fire regulations. Please note the importance of adhering to the strict no-smoking policy within the Centre grounds. Flames are limited to BBQ's only.
8. **INDEMNIFICATION:** Hirers are required to bind as The Hirer to hold the Shire of East Pilbara and employees of the Shire of East Pilbara indemnified against all claims which may be against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the property of the Shire of East Pilbara, during all periods when such venue is on hire to the Hirer.
9. **DOUBLE BOOKINGS:** in the event of two (2) or more applications being received for the hire of the centre or facility at the same time and date, the Council may, without consideration priority of applications, determine which Hirer is successful.
10. **CANCELLATIONS OF BOOKINGS:** the Council may, at any time, cancel an agreement for hiring the centre. Where possible notice of cancellation will be generally given within seven (7) to fourteen (14) working days of the requested booking, and all monies will be refunded.
11. **CHARGES:** shall be at rates set from time to time by Council and may include any furniture or equipment. Council reserves the right to grant permission of all or any part of the hire charges to any Hirer.
12. **ADDITIONAL EQUIPMENT:** equipment is available for hire; this needs to be booked at the same time as a booking the facility for hire.
13. **HIRERS RESPONSIBILITY:** each Hirer will be responsible for the actions of its members whilst using the premises. Consideration must be shown at all times for other persons using the premises. A Hirer may not use equipment belonging to another hire group, without written consent of the leaders or officers of that hirer group and in such cases, the borrower shall be fully liable for any loss or damage occurring to such equipment whilst under his/ her jurisdiction. A person who is intoxicated or whose behavior is considered detrimental to other patrons of a Council facility, or who uses profane language, or marks, damages, or defaces any property of the facility, shall be directed to leave the premises immediately.
14. **MOVEMENT OF FURNITURE & EQUIPEMENT WITHIN THE FACILITY BUILDING:** Hirer's may not move plant, furniture or fittings without first obtaining the permission of staff at the Aquatic Centre. Extreme care must be taken in transporting and positioning tables and chairs, so that such equipment does not damage the floor. Tables are required to be left clean and stacked away neatly . Chairs are left clean and all furniture and fittings must be returned to their original positions on completion of booking.
15. **HANGING OF DECORATIONS:** the driving of tacks, nails, screws or affixing of adhesive materials etc into or on any of the woodwork or walls or any part of the building, furniture or fixtures is strictly forbidden. All decorations are to be hung on the fixtures provided and must be removed after the functions.
16. **AUTHORISED REPRESENTATIVE:** any Officer of the Shire of East Pilbara on duty or any authorised agent of the Shire of East Pilbara, shall be permitted ingress and egress to the facility during an engagement and shall be given every facility for enforcing these conditions.
17. **COMPLIANCE WITH REGULATIONS:** the Hirer of any portion of the facility shall comply with the provisions of the Health Act, Entertainment Tax Act, Police Act and the Criminal Code and State Electricity Commission Regulations and any other Act in force for the time being, applying to such hiring of the facility.
18. **ALCOHOL POLICY:** Members of the public and organisations who wish to consume alcohol at the Newman Aquatic Centre are to observe the following conditions:
 1. Alcohol is not to be consumed in any form within the Newman Aquatic Centre during the hours it is open to the public.
 2. Alcohol may only be consumed for private functions booked for the Newman Aquatic Centre grounds and the following conditions apply:
 - i. Appropriate centre booking forms are to be submitted to the Newman Aquatic Centre at least 7 days prior to the proposed function.
 - ii. Bookings that include alcohol consumption can only be made outside pool operational hours, they cannot commence before these times. Any extension or variation to these hours requires the written approval of the Shire Chief Executive Officer.

- iii. During the function booking time the 50 metre pool and toddler's pool will be sectioned off so access is not permitted.
- iv. An application for the consumption of alcohol at the Newman Aquatic Centre grounds must be obtained from Council at least 5 days prior to the event.
- v. All glass beverage containers are prohibited. (Cans or plastic cups ONLY permitted).

19. **THE HIRER MUST ENSURE THAT:**

- 1. No light and no lighting fixture or fitting interfered with, covered or decorated in any way.
- 2. No live flame i.e.; candles, kerosene, lanterns etc, are brought into or used in the centre.
- 3. No confetti is brought into or used in the centre.
- 4. Any kitchen or food preparation room is left in a clean condition and that all rubbish is placed in the bags or other receptacle provided therefore (except when rubbish is removed).
- 5. All decorations, including flowers and all equipment brought into the centre are removed by the time the period of hire terminates.
- 6. No damage caused to the centre or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith.
- 7. No property, chattels, equipment, fixtures or fittings are removed from the centre.
- 8. No nuisance or annoyance is caused to owners or occupiers of property in the vicinity of the Aquatic Centre.
- 9. Where the liquor or others drinks are to be serviced from a keg or other bulk container, such keg or container must be located in the place designated by an Officer of the Council.

20. **SCAFFOLDING:** the hirer must inform the Coordinator of Aquatic Services when submitting a booking form, that they require the use of scaffolding. The Hirer is responsible to ensure an appropriate licensed person is available to erect and use this equipment. The Shire of East Pilbara takes no responsibility for any damages, injury or death incurred whilst utilizing such equipment.

I acknowledge and understand the conditions of hire. Print Name: _____

Signature: _____ Date: _____