

**Shire of East Pilbara  
Newman Youth Centre Hire Application 2023-2024**

**Application Details**

Name of Group / Club / Organisation: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Number of participants: \_\_\_\_\_ Number of spectators: \_\_\_\_\_

Description of intended use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of activity: (please tick)	
Meeting/seminar/workshop	
School or sporting event	
Fundraising event	
Youth Development	
Other (please specify):	

Facilities required: (please tick) *available Sunday only	
Community Room with small kitchenette (includes enclosed green space) Hilditch Ave Entrance – 50ppl	
Youth Centre Indoor* – 50 ppl Moondoorow St entrance	
Youth Centre Outdoor* – 50 ppl Moondoorow St entrance	
Youth Centre Media Room* – 20 ppl	
Youth Centre Kitchen*	

**Details of event:**

Start date:				Finish date:			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
Finish time							

**Purpose of booking:**

- Community activity (not for profit)  
 Junior/Youth Community activity (not for profit)

**Does the club / group have public liability insurance?** Yes / No

If yes – please supply a copy of your certificate of currency

**Is the event outside of nonoperational business hours?** Yes / No

Room Availability	Times	When
Community Room	Contact for availability	Weekdays, Weekends
Youth Centre Rooms	Contact for availability	Sundays only

**Will food be consumed?** Yes / No

If yes, is a copy of your food permit attached? Yes / No

**Is this a public event?** Yes / No

For clarification please contact the Events Team [events@eastpilbara.wa.gov.au](mailto:events@eastpilbara.wa.gov.au)

Facility Hire Fees and Charges 2023 - 2024		
Description	Fee	Comments
Casual hire for not for profit organisations	\$20.00	Single hourly rate throughout the year
Casual Hire for commercial user		As per Newman House charges
Casual hire for not for profit organisations and individuals Community Room – Outdoor Space	\$10.00	Per occasion- Up to two hours per occasion.
Periodic hire for not for profit organisations and individuals Community Room	\$40.00	Per occasion: 2-7 occasions throughout the year (up to four hrs per occasion)

**Conditions of Hire**

The Shire endeavors to maintain its facilities in good condition and trusts that the facility meets 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 –Community Groups/Sporting /Organisations/ Not For Profits**

All Community groups, Clubs and Associations, Organisations or Not For Profits using Council facilities shall, produce to the Shire: written proof that they have a current Public Liability insurance cover of at least \$10,000,000. If using other organisations for your

Event (auspice), then the hirer is responsible for obtaining a copy of their current Public Liability certificate. Confirmation will not be given until a current certificate from the hirer is provided to Facilities Booking Officer.

1. **CLEANING:** The facility is to be left in a clean condition- if any cleaning is required to be organised by the Youth 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 Youth Centre staff. No food or drinks on floor areas where possible.  
Floors should be mopped with water- **Do not use detergent as it strips the floor polish.**  
The Hirer shall replace all furniture in the position designated by Youth 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.
2. **LOSS/DAMAGE:** If there is any loss or damage to Youth Centre property then the cost of replacement will be charged to the hirer after the event.
3. **VACATING PREMISES:** **All activities/functions must be finalised 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 Youth Services.**
4. **NUMBER OF GUESTS:** Do not invite more guests that the hired facility can adequately accommodate.
5. **NOISE:** Comply with the provisions of the Noise Abatement Act of 1972, sound level output must be reduced if requested by Shire Staff.
6. **LIVE FLAMES:** Are not permitted within the buildings due to fire regulations. Please note the importance of adhering to the strict no-smoking policy within the Centre building.
7. **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.
8. **DOUBLE BOOKINGS:** In the event of two (2) or more applications being received for the hire of the building or facility at the same time and date, the Council may, without consideration or priority of applications, determine which Hirer is successful.
9. **CANCELLATION OF BOOKINGS:** The Council may, at any time, cancel an agreement for hiring the building. 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.
10. **CHARGES:** Shall be at rates set from annually 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.

11. **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 Shire facility, or who uses profane language, or marks, damages, or defaces any property of the facility, shall be directed to leave the premises immediately.
12. **MOVEMENT OF FURNITURE & EQUIPMENT WITHIN THE FACILITY**  
**BUILDING:** Hirers may not move plant, furniture or fittings without first obtaining the permission of staff at the Youth Centre. Extreme care must be taken in transporting and positioning tables and chairs, so that such equipment does not damage the floor. **Centre staff do not set up or pack away.** Tables and chairs are required to be left clean and stacked neatly away in the Store room. All furniture and fittings must be returned to their original positions on completion of booking.
13. **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 at every facility for enforcing these conditions.
14. **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.
15. **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.
16. **THE HIRER MUST ENSURE THAT:**
  1. No light and no lighting fixture or fitting is 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 building.
  3. No confetti is brought into or used in the building.
  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 building are removed by the time the period of hire terminates.
  6. No damage is caused to the building 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 building.
  8. No nuisance or annoyance is caused to owners or occupiers of property in the vicinity of the Youth Centre.

17. **SCAFFOLDING:** the hirer must inform the Youth Centre 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 utilising such equipment.
18. **ASSET MANAGEMENT REQUIREMENTS:** as part of asset management requirements the hirer must track all attendance across activities and services throughout the duration of utilizing the building. Hirers are required to submit registered numbers of attendees for all sessions, including parents, visitors and facilitators. This information must be forwarded to the Facilities Bookings Officer at the commencement of the building hire usage.

**Bookings will be confirmed in writing once approved and upon receipt of the deposit. Please send booking form to: [bookings@eastpilbara.wa.gov.au](mailto:bookings@eastpilbara.wa.gov.au)**

I acknowledge and understand the conditions of hire and am authorised to enter into this agreement.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internal Use Only:**

Booking Approved:  Yes  No  
 \_\_\_\_\_

Manager

Date

Booking entered into Bookings System  Yes  No Booking # \_\_\_\_\_

Invoice/Journal Sent to Finance  Yes  No Date: \_\_\_\_\_

Is this a Recurring Booking  Yes  No

Deposit Paid  Yes  No Receipt # \_\_\_\_\_