

Newman Youth Centre Hire Application

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)	
Overnight/Sleepover Event	<input type="checkbox"/>
Meeting/seminar/workshop	<input type="checkbox"/>
School or sporting event	<input type="checkbox"/>
Fundraising event	<input type="checkbox"/>
Youth Development	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Facilities Required: (please tick)	
Youth Space Area– 50 ppl. Moondorror St Entrance	<input type="checkbox"/>
Media Room – 20 ppl.	<input type="checkbox"/>
Kitchen – Youth Space Area	<input type="checkbox"/>
Shared Area - 50 ppl (<i>includes enclosed green space</i>) Hilditch Ave Entrance	<input type="checkbox"/>
Outside Undercover Area & Green Space – Moondorror St Entrance	<input type="checkbox"/>
Children’s Area (<i>Includes outdoor area</i>)	<input type="checkbox"/>

Details of Event:							
Start Date:				Finish Date:			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
Finish Time							

Internal Use Only: Sleepover Authority

Sleepover Conditions met (Insurance, Risk Management) YES NO
 Sleepover Recommended by CYS: YES NO
 Regular Hirer – Conditions of Usage for Council Facilities – Sleepover Sub-clause in Place
 Or
 Casual Hirer – Approval by CEO required _____ Date: _____

Internal Use Only:

Booking Approved: Yes No

 Manager Date

Booking entered into Bookings System Yes Booking # _____
 Invoice/Journal Sent to Finance Yes No Date: _____
 Is this a Recurring Booking Yes No
 Deposit Paid Yes No Receipt # _____

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 – User/ Community Groups/Sporting /Organisations/Shows

All Users, Community groups, Shows, Clubs and Associations using Council facilities shall, produce to the Shire: written proof that they have a current Public Liability insurance cover of at least \$10 million. If using other organisations for your Event, 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 sighted by the Coordinator of Youth Services.

1. **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.
2. **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.
3. **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.
Floors should be mopped with water- DO NOT USE DETERGENT AS IT STRIPS 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.
4. **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.**
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 buildings due to fire regulations. Please note the importance of adhering to the strict no-smoking policy within the Centre building.
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 building or facility at the same time and date, the Council may, without consideration or priority of applications, determine which Hirer is successful.
 10. **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.
 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. **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.
 13. **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.
 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. **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.
 16. **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.
 17. **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.
18. **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.
19. **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 Coordinator Youth Services at the commencement of the building hire usage.
20. **Sleepovers:**
Regular Hirers: \$50.00 flat fee to cover any utility usage for users who have a 'Conditions of Usage for Regular Hire Agreement * Users must do their own cleaning.
Casual Hirers: \$22.00 per person-per night. \$250 bond (Maximum 50 people subject to approval)
 The Youth Centre requires a **\$100 booking deposit**, which will be deducted off your final invoice at the end of the hire period.

Bookings will be confirmed in writing once approved and upon receipt of the deposit.

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

Print Name: _____

Signature: _____ Date: _____