



Application to Hire Hilton Progress Hall

32 Paget Street, Hilton, WA, 6163

Please note all application forms must be submitted no later than 21 days prior to your event to be considered for approval. Applications submitted outside of these times will not be processed.

Hirer Name _____

Organisation _____

Address _____

Telephone _____ Work _____ Mobile _____

Area you are requesting to hire (please tick)

Main Hall

Committee Room

Day and Date of Hire _____

Time of Hire - Start _____ Finish _____

Type of Function _____ Number of people attending _____

Equipment Required - Number of Chairs _____ Number of Tables _____

Is food/soft drink being provided? Yes No

If so will the food/soft drink be for sale? Yes No N/A

If YES, you are required to contact the Health Department on 9432 9856 to discuss.

Will liquor be consumed/sold at the event? Yes No

If YES please contact the bookings officer to discuss further

Is the event being advertised or promoted? Yes No

If so please advise how this will be done _____

Please note this is an application form only. Bookings are not confirmed until approval has been granted by the City of Fremantle and payment of all fees have been received

I/We have read, understood and agree to abide by the conditions of Hire. I/We agree to indemnify the City of Fremantle against all actions, claims, demands and costs arising out of or in connection with the hire of this facility

Signature of Hirer _____ Date _____

Please ensure you have attached a copy of your Public Liability Insurance Cover and ensure your postal address is correct so we can return your bond refund.



Conditions of Hilton Progress Hall Facilities Hire

Please read these conditions carefully – before completing the Application Form

General Conditions

- All bookings are subject to the hirer being responsible for compliance with legislative requirements including Council policies, Local Laws and Regulations.
- The Hilton Progress Hall is a community facility and incorporates the Fremantle Toy Library, and Meeting Place community courses and activities. Other areas of the building are available for hire for community activities such as dance or fitness classes, social activities and meetings. Two (2) areas are available for hire – Main Hall, and Committee Room. Booking of one (1) area does not permit use of any other area. Use of the kitchen is available to hirers of either area.
- Simultaneous bookings that are incompatible with Toy Library functions and Meeting Place activities will not be accepted. Compatibility is determined by such factors as access to services via the Hall and noise levels.
- Bookings will not be made to catering providers who intend to use the hall to provide catering services to clients. Sub-letting is not permitted.
- The hirer is not permitted to extend the hire time. Hirers, including caterers, bar staff, guests and any equipment associated with the booking must vacate the facilities within thirty (30) minutes of the hire time. Failure to comply with this will result in a penalty charge being equal to double the appropriate hourly rate.
- Hire times shall incorporate any time required for pre-functional deliveries, rehearsals and/or set up arrangements and must be indicated on the application form.
- Council reserves the right to cancel and/or withhold the hiring of the Hilton Progress Hall facilities should special circumstances warrant such action; Should a confirmed booking be cancelled all monies paid to Council will be refunded in such instances. A minimum period of 3 weeks notice shall be provided.
- The right to refuse the hiring of the Hilton Progress Hall extends to the Council's interpretation of what is deemed appropriate or not in each circumstance. For example any activity which may cause anti-social behaviour or complaint from properties in the vicinity would not be supported
- It should be noted that the City of Fremantle does not give any warranty as to the suitability of the Premises for the stated purposes of the Hirer, and whilst the City of Fremantle takes reasonable care to present the Premises in sound operational condition, the City of Fremantle rejects any responsibility for any event or circumstance that is beyond the City's control which may adversely impact upon the Hirer's operation and use of the Premises. Should such circumstances eventuate the Hirer acknowledges and accepts that it will not be entitled to any refund, partial or whole, of any monies that may have been paid to the City as part of this Hire Agreement. Any decision to refund any monies is to be at the sole discretion of the City of Fremantle.
- The Hilton Progress Hall is deemed a Non Smoking Area.
- Smoke, bubble or confetti machines and/or naked flames are not permitted under any circumstances due to OH&S and safety requirements.
- Kegs are not allowed in any part of the Hilton Progress Hall Facilities. All other refreshments are to be served from the kitchen area only.
- Music is to be turned down in volume at 10.00pm and no music is permitted after 12.30am.
- Council staff have the authority to act on Council's behalf during a function and shall be allowed entrance at any time.
- The entire hall must be left clean after function and all equipment is removed from the premises. No short or long stay storage is permitted. Additional cleaning will be at the expense of the hirer.

Cancellation

- All cancellations must be made in writing to the Bookings Officer.

Public Health

- Maximum Capacity Allowed - 290 persons.

Payment

- A key bond of \$35.00 per key must be paid when collecting the key. Keys can be collected at the Service and Information Centre at the Council.
- All fees and charges for Hilton Progress Hall bookings are inclusive of a 10% GST, unless legislation provides otherwise, and will be detailed on a Tax Invoice. Bonds are GST exempt
- All bookings which fall outside of the current financial year (FY) will be charged at the rates as approved by Council in that FY Schedule of Fees and Charges – not at the rates at time of booking.
- Bonds are refundable in full provided there are no damages or additional cleaning costs to be deducted there from. If the cost of damages and/or additional cleaning exceeds the bond paid, such additional expenses will be recovered from the hirer. GST is included on all damage costs. ***Please allow 2-3 weeks after your event for a bond refund.***

Damage

- Any person found to be damaging equipment or the building will be requested to vacate the premises. The hirer is liable for all damages.
- All breakages, i.e. glass etc must be cleaned up immediately. If necessary, the function should cease until broken glass is removed (this is for the safety of the guests and protection of flooring).
- The use of masking tape, blue tac, nails, hooks, staples or any other fixing device is prohibited on any internal or external surface, including the walls or doors. Severe fines are imposed if this occurs – minimum of \$100.
- Any faults or damage to the building or equipment should be reported to the Bookings Officer (Mon to Fri – 8am to 5pm) on 9432 9702.

Security and Maintenance

- Council staff are ONLY on call for emergency building maintenance issues. All issues are to be addressed in the Risk Management Plan and if necessary directed to the WA Police.
- The Council do not provide a duty caretaker or security officer. Security may be a condition of hire for large events, to which you must arrange for your event.

Protection of People and Property

- Insofar as compliance with the requirements of the hire conditions permits, the hirer shall:
 - Provide all things and take all measures necessary to protect people and property.
 - Prevent nuisance and unreasonable noise and disturbance.
- The hirer shall have current insurance cover for:
 - Public Liability to the value of **\$10,000,000**. If a hirer does not have Public Liability cover insurance cover it may be available through the Municipal Insurance Broking Services of WA's Community Groups Insurance Facility. Forms can be found on the Local Government Insurance Services website www.lgiswa.com.au.
 - Workers' Compensation to the full extent of liability under the Workers' Compensation Act (if applicable).
- A copy of the insurance Certificate of Currency (for the specific event and indemnifying Council as listed below).
- The hirer shall indemnify the Council against:
 - Loss of or damage to property of the Council, including existing property.
 - Claims by any person against the Council in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the hirer.
- **Signing to acknowledge understanding and agreeing to comply with these conditions on the Application Form is further acknowledgement of indemnifying the Council.**

Liquor Consumption and Sale Approvals

- If you wish to consume liquor in the Hilton Progress Hall must first be obtained in writing from the Manager, S&I through the S&I Bookings Officer. Additional charges will apply to obtain a Liquor Consumption Permit and a Liquor License will be required from the Department of Racing, Gaming and Liquor on 9425 1888 if the liquor will be sold or provided under a cover charge

Copyright and Public Performance of Music

- The hirer shall be responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works on any Council reserve.
- If performing at the hall you maybe required to obtain an Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia (PPCA) live performance licenses. Please contact APRA (08) 9382 8299 and PPCA on (02) 9267 7877.

Private and non-commercial events are either covered by the license held by the City of Fremantle or are exempt under the licensing regulations.

Equipment

Chairs

- 95 Grey Plastic Chairs

Tables

- 5 trestles 8ft x 3ft (1800mm x 900mm)

Urns

- 1 x Urnie's

Fridge/Freezer

- 1 x pigeon pair in Kitchen,

Gas Stove

- 1 x 5 burner, with grill, oven and spit in Kitchen

Air-conditioning and Ceiling Fans

- Controls for the air-conditioning is located in the main power box at the front of the Main Hall, controls for ceilings fans for the Main Hall is located in the cabinet adjacent to the Toy Library entrance.

This equipment is available with the hire of the hall. If the hirer requires equipment in excess of the above, the cost will be borne by the hirer.

In the event of any dispute or difference arising as to the interpretations of these conditions the decision of the Chief Executive Officer shall be final and conclusive.

APPLICATION FORM SUBMISSION:

In Person: Bookings Officer
Town Hall Centre
8 William St
FREMANTLE WA 6160

By Mail: Bookings Officer
City of Fremantle
PO Box 807
FREMANTLE WA 6959

Via email:
bookings@fremantle.wa.gov.au

Or Contact: Phone: 9432 9702
Fax: 9432 9901

Schedule of Fees and Charges 2008/2009

Facility or Item	Times / Details	Hire Fee
Main Hall	<u>Commercial Rate:</u> Mon – Fri Saturday and Sunday	\$31.00p/hr – Minimum 2hrs hire \$42.00p/hr – Minimum 2hrs hire
	<u>Community Group Rate:</u> Mon – Fri Saturday and Sunday	\$15.00p/hr – Minimum 2hrs hire \$25.00p/hr – Minimum 2hrs hire
Committee Room	<u>Commercial Rate:</u> Mon – Fri Saturday and Sunday	\$15.00p/hr – Minimum 3hrs hire \$31.00p/hr – Minimum 2hrs hire
	<u>Community Group Rate:</u> Mon – Fri Saturday and Sunday	\$7.50p/hr – Minimum 2hrs hire \$15.00p/hr – Minimum 2hrs hire
Main Hall and Committee Room	<u>Commercial Rate:</u> Mon – Fri Saturday and Sunday	\$42.00p/hr – Minimum 2hrs hire \$55.00p/hr – Minimum 2hrs hire
	<u>Community Group Rate:</u> Mon – Fri Saturday and Sunday	\$22.50p/hr – Minimum 2hrs hire \$35.50p/hr – Minimum 2hrs hire
Bonds (according to use)	Main Hall Committee Room Keys (per key)	\$150.00 - \$1,200.00 \$25.00 - \$185.00 \$35.00
Liquor Permit	Permit Fee	\$35.00

Regular hirers (10 times in one year or more) receive a 25% discount - off hire fees ONLY.

The hire of any part of the hall includes the use of the kitchen (please note this does not guarantee exclusive use of this area).