



Application to Hire North Fremantle Community Hall

2 Thompson Road, North Fremantle, WA, 6159

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 _____

Postal Address _____

Telephone _____ Work _____ Mobile _____

Day and Date of Hire _____

Time of Hire – Start (include set up time) _____ Finish (include back up time) _____

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.

Is the event being advertised or promoted? Yes No

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 if needed and ensure your postal details are correct as we refund all bonds via cheque.

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



Conditions of North Fremantle Community Hall Facilities Hire

*Please read these conditions carefully – before completing the Application Form
Hirers Detach and Retain*

General Conditions

- All bookings are subject to the hirer being responsible for compliance with legislative requirements including Council policies, Local Laws and Regulations.
- The North Fremantle Hall is only to be used for meeting type activities or small functions up to 100 people or low key dance classes (no tap or heals). No parties, dances etc are permitted.
- 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 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 North Fremantle Community 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 North Fremantle Community 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 behavior 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.
- Council staff members 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
- The North Fremantle Community Hall is a non smoking venue/area.
- Subleasing/sub hiring is not allowed under any circumstances.

Cancellation

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

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 North Fremantle Community Hall bookings are inclusive of a 10% GST, unless legislation provides otherwise, and will be detailed on a Tax Invoice.
- Bonds are GST exempt, however, any charges taken from the Bond for loss of keys, damages, etc are subject to GST and will be detailed on a Tax Invoice with the return of the remainder of the Bond.
- 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.
- All bond refunds are returned via cheque please ensure you have given us your correct postal details to return this. ***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.
- 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.
- The hirer is liable for all damages.

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.

Liquor Act 1970

- Liquor is not permitted to be consumed or sold in the hall.

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

- 73 Red Plastic Chairs

Tables

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

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.**
- **Signing the declaration on the application form acknowledges the hirers understanding and agreement to comply with these conditions on the Application Form is further acknowledgement of indemnifying the Council.**

Schedule of Fees and Charges 2009/2010

Facility or Item	Times / Details	Hire Fee
North Fremantle Hall	<u>Commercial Rates:</u>	
	Monday - Friday	\$21.00
	All Day Booking Mon – Fri	\$110.00
	Saturday and Sunday Fee Per Hour	\$32.00
	All Day Booking Sat- Sun	\$160.00
	<u>Community Group Rate:</u>	
	Monday - Friday	\$11.00
	All Day Booking Mon – Fri	\$55.00
Saturday and Sunday Fee Per Hour	\$17.00	
All Day Booking Sat- Sun	\$75.00	
Bonds (according to use)	Main Hall Keys (per key)	\$150.00 - \$500.00 \$35.00

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