

Incident or emergency:

- ◆ Any incident occurring during business hours which requires assistance must be reported to Reception.
- ◆ Any incident occurring outside of business hours which requires assistance must be reported to Town of Victoria Park after hours service on 9311 8188 or local police on 131 444, at your discretion.
- ◆ Any emergency is to be immediately communicated to Emergency Services on 000, at your discretion.

General:

- ◆ Any amendment to your booking, including minor time changes, must be submitted in writing to this office for approval.
- ◆ Final numbers for catering purposes must be confirmed no later than 10 business days prior to event.
- ◆ Your invoice must be paid in full no later than 7 business days prior to your event.
- ◆ No person is to behave in a disorderly or offensive manner, including use of indecent language, that could interfere with the enjoyment of people using event space or cause any disruption to occupants in nearby properties.
- ◆ No intoxicated person is to enter or remain on Harold Hawthorne Community Centre (the Centre) property.
- ◆ No person is to take onto, consume or use a prohibited drug on the Centre property.
- ◆ Entering or using the event space or equipment before/after the times approved on your *Application for hire* is strictly prohibited.
- ◆ Any Officer of the Centre shall at all times have free access to the event space during the period of hire.
- ◆ Disability access must be maintained at all times, as per the Disability Services Act 1993.
- ◆ No nails, tacks, or screws are to be used to affix items to walls, doors, any painted or brick surface.
- ◆ The event space must be returned to the state in which you found it prior to your hire.
- ◆ Memorial Hall may not be hired later than 10.30pm Sunday to Thursday, and no later than midnight Friday and Saturday.
- ◆ Furniture and equipment must not be dragged or dropped on the floors.
- ◆ No property, chattels, equipment, fixtures or fittings are to be removed from the event space.
- ◆ All items brought into the event space must be removed upon vacating the space.
- ◆ Air-conditioning is to be turned off upon vacating the event space.
- ◆ No candles, or any other source of naked flame, are to be brought into the event space.
- ◆ No confetti or substitute to be used at any time.
- ◆ Children attending functions must be supervised at all times.
- ◆ Yourself or your guests may not enter surrounding Harold Hawthorne Community Centre property at any time, excluding the Community Centre during business hours.

Smoking:

- ◆ Smoking inside of or within 5 metres of an exit/entrance to the event space is strictly prohibited.

Noise:

- ◆ All event space hire must comply with the *Environmental Protection (Noise) Regulations 1997*.

Controls in the Audio cabinet are set to comply with these regulations, therefore access by hirer is denied.

Booking procedures:

- ◆ Bookings are only confirmed and secure once you have received the written *Approval of application and deposit request* and your deposit is paid and has been receipted by this office.
- ◆ The Centre reserves the right to refuse hire of any event space at any time.

EVENT SPACE FOR HIRE

Conditions of hire

Hirer responsibilities:

- ◆ To obtain a *Liquor License* from Dept. of Racing, Gaming and Liquor, if necessary for the event at the expense of the Hirer/s.
- ◆ The orderly behaviour of persons at the event at all times, including in car park and surrounding areas.
- ◆ Any accident, loss, damage, or injury sustained by any person using the facility during the period of hire, except where such injury arose from, or by reason of, any defect with the facility or supplied equipment. The hirer agrees to indemnify the Centre against all claims and demands made, or costs incurred, in connection with such incidents.
- ◆ To incur full cost of replacement of damaged equipment as per *Schedule of fees_Event space and catering*.
- ◆ The Memorial Hall auto door must be set to lock, and all other doors and windows to be secured upon vacating the event space.
- ◆ To ensure *Bond refund checklist_Hirer copy* is completed, signed and returned to the Centre.
- ◆ To abide by all Town of Victoria Park local Laws and Regulations, and all State or Federal Laws and Regulations.

Cancellation:

- ◆ The Centre reserves the right to cancel your booking at short notice. In the unlikely event of this taking place, any receipted monies will be refunded to you.
- ◆ Bookings cancelled 60 days or more prior to event are eligible for full refund of any monies paid.
- ◆ Bookings cancelled within 60 days of event will incur the loss of \$100 deposit.
- ◆ Bookings cancelled within 10 business days of event will incur the loss of \$100 deposit and 75% of invoiced amount.

DECLARATION

I/We as person/s responsible for this Hire, acknowledge I/We have read and understand the *Conditions of hire*. I/We acknowledge the Centre may retain all or part of the Bond should the *Conditions of hire* not be met.

NAME OF HIRER (as per *Application for hire*): _____

SIGNATURE: _____ DATE: ____/____/____

NAME OF SECOND HIRER/REFEREE (as per *Application for hire*): _____

SIGNATURE: _____ DATE: ____/____/____

OFFICE USE ONLY

Invoice Number: _____

Deposit due by: ____/____/____ Deposit received/receipted on: ____/____/____

Full payment due by: ____/____/____ Full payment received/receipted on: ____/____/____

Bond amount returned: \$ _____ Full refund: Yes ☐ No ☐

\$ _____ was retained due to _____

Returned via: Cash ☐ Bank Transfer ☐ Cheque ☐ On: ____/____/____ By: _____

CONTACT INFORMATION (* required)

*Name of hirer (First and Last):

Organisation (* if applicable):

ABN:

*DOB:

*Driver's licence number:

*Mailing address:

*Phone number:

*Email:

*Please provide a 4 digit security PIN which you will use to gain access to Memorial Hall (*for Memorial Hall bookings only).

PIN:

____ _

SECONDARY CONTACT INFORMATION (* required)

*Name of reference/secondary hirer (First and Last):

Organisation (* if applicable):

*DOB:

*Driver's licence number:

*Mailing address:

*Phone number:

*Email:

HIRE DETAILS

One off ☐

Multiple ☐

Recurring ☐

No. of sessions: _____

Weekly ☐

Monthly ☐

Other ☐

Day/s: _____

Other: _____

(First) Date/s of hire:

Start time:

Finish time:

NB: PLEASE ENSURE YOU INCLUDE SUFFICIENT TIME FOR SET UP AND CLEAN UP

EVENT SPACE/EVENT DETAILS (excludes public holidays)

MEMORIAL HALL

Capacity: 200 ☐

Operating hours:

6.00am - 10.30pm

Sunday to Thursday

6.00am - 12am

Friday & Saturday

THEATRE ROOM

Capacity: 35 ☐

Operating hours:

8.30am - 4.00pm

Monday to Friday

ACTIVITY ROOM

Capacity: 16 ☐

Operating hours:

8.30am - 4.00pm

Monday to Friday

INTERNET LOUNGE

Capacity: 9 ☐

Operating hours:

8.30am - 4.00pm

Monday to Friday

PODIATRY ROOM

Capacity: 2 ☐

Operating hours:

8.30am - 4.00pm

Monday to Friday

*Event description:

Number of guests:

Will alcohol be consumed? Yes ☐ No ☐

Will alcohol be sold? Yes ☐ No ☐

Alcohol policy: An additional bond amount will be charged if alcohol is to be consumed at your event. A Liquor Licence is required, and a copy must be provided with this application, if alcohol will be sold at your event.

Right of Refusal policy: Harold Hawthorne Community Centre Management reserve the right to refuse hire of any/all of the facilities here mentioned. For full details on event space hire, please see the *Conditions of hire* document provided.

How did you hear about Harold Hawthorne Community Centre? Website ☐ Facebook ☐ Referral ☐ Print Ad. ☐

CATERING (Monday - Friday, 9am - 2pm only)	
Morning Tea: Yes ☐ No ☐ 10am ☐ 10.30am ☐	Afternoon Tea: Yes ☐ No ☐ 2pm only
Custom Lunch (for bookings of 15 guests or more only): Yes ☐ No ☐	
Lunch of the day: Yes ☐ No ☐	Dietary requirements: Yes ☐ No ☐ (If Yes, please specify on Page 2 of <i>Schedule of fees and inclusions</i>)
Number of guests: _____ (numbers must be confirmed no later than 10 business days prior to the event)	
Catering cost: _____ (Refer to <i>Schedule of fees and inclusions</i>)	
HIRE	
Hourly rate: _____ X Number of hours: _____	
= Hire cost: _____ (Refer to <i>Schedule of fees and inclusions</i>)	
EQUIPMENT	
Tea/coffee facilities: Yes ☐ No ☐	Laptop: Yes ☐ No ☐
Lectern: Yes ☐ No ☐	Portable whiteboard and markers: Yes ☐ No ☐
Equipment cost: _____ (Refer to <i>Schedule of fees and inclusions</i>)	
BOND	
Bond of \$500 payable: Yes ☐ No ☐	
Bond of \$1000 payable: Yes ☐ No ☐	
Your bank account details:	
Bond policy: Bond is payable for all hire outside of business hours. Harold Hawthorne Community Centre reserves the right to retain some or all of the Bond amount should all <i>Conditions of hire</i> clauses and requirements not be met.	
TOTAL COSTS	
Total cost: _____	
PAYMENT INFORMATION	
Bank transfer ☐	Payable to Bankwest, Perth: BSB# 302 162 Account# 0400159 Account name: Carlisle Seniors Centre no later than 7 business days prior to Hire.
Cash ☐	Payable to reception at Harold Hawthorne Community Centre, 2 Memorial Avenue, Carlisle, WA, 6101 no later than 7 business days prior to Hire.
Cheque ☐	Payment by cheque must be made no later than 12 business days prior to Hire.
*Deposit	*\$100 payable via above payment methods. Your booking will be considered confirmed and secure upon receipt of deposit only. You will be required to pay your deposit following receipt of our <i>Approval of application and deposit request</i> .