



Terms and Conditions of Hire

Casuarina Wellard Community Hall

Please read the following carefully prior to completing your Community Hall Application for Hire.

1. Basis of Hire

- 1.1. The hirer may only use the venue for purposes shown on hire form.
- 1.2. Weekday booking times must be for a minimum of 1 hour.
- 1.3. Weekend (Saturday and Sunday) booking times are strictly as advertised on the weekend Application for Hire form.
- 1.4. On Friday, Saturday and Sunday nights, all facilities have a stated end of function time of midnight with premises to be vacated no later than 12:30AM.
- 1.5. Special conditions may be imposed for some types of events at the discretion of CWPA. These may include the requirement to obtain permits, licenses or approvals relevant to the booking.
- 1.6. The stated maximum capacity (165) of the hired facility must not be exceeded at any time.
- 1.7. Applicants must be 18 years or older
- 1.8. Our facilities are not available for 16th – 21st Birthday Parties.

2. Payment of Hire fees and bond

- 2.1. The payment of hire fees confirms acceptance of these terms and conditions.
- 2.2. The hire fees must be paid in full to confirm the booking and the bond must be paid no later than 14 days prior to date of booking.
- 2.3. Access to the facilities will not be permitted unless all fees and bond are paid.

3. Refund of Bond

- 3.1. The bond will be refunded by electronic funds transfer, usually within one week from the date of the facility hire.
- 3.2. The bond will only be refunded to the Account provided by the responsible hirer.
- 3.3. The following fees and charges may be

deducted from the bond:

- 3.3.1. Additional facility hire time.
- 3.3.2. Repairs to the hired facility/ equipment/surrounds.
- 3.3.3. Additional cleaning / decoration removal.
- 3.3.4. Additional call-out(s).
- 3.3.5. Re-keying of the facility.
- 3.3.6. Security call-out fees.

4. Cancellation of bookings by hirer.

- 4.1. Cancellations must be made in writing to the CWPA (see enquiries email address).
- 4.2. Hirers will be required to pay 100% of the hire charges for any bookings cancelled within 7 days of the booking.

5. Cancellation of bookings by CWPA

- 5.1. The CWPA may need to cancel or reschedule a booking to allow alternative use of the facility or to undertake maintenance of the facility. In this instance, every effort will be made to ensure the hirer is given at least 21 days notice to make alternative arrangements.
- 5.2. In some instances, limited warning could be given due to the use of facility as Bushfire Coordination centre or Emergency evacuation centre.

6. Indemnity & Insurance

- 6.1. The hirer is liable for all property damage and personal injury or death to third parties arising out of negligent acts or omissions by the hirer. As such, the hirer shall indemnify the CWPA against:
 - 6.1.1. Loss of or damage to property of the CWPA and City of Kwinana; or,
 - 6.1.2. Claims by any person against the CWPA or The City of Kwinana arising out of or as a consequence of the actions of the hirer.

- 6.2. The CWPA will not accept liability for any damage, theft or loss of items belonging to or the responsibility of the hirer or their invitees.
- 6.3. Hirers are responsible for any public liability in respect to their activity. The Casuarina Wellard Progress Association's public liability will only cover injury; loss or damage as a result of any proven neglect or default by them.
- 6.4. All other hirers are required to provide evidence of public liability insurance, which covers the hirer's activities for the duration of the hire.

7. Alcoholic beverages

- 7.1. Where alcohol is being sold, an Occasional Permit is required to be obtained from the department of Racing, Gaming and Liquor. A copy of the permit must be supplied to the Bookings Officer prior to the function.
- 7.2. Hirers must ensure alcohol is consumed in a responsible manner.

8. Smoking

- 8.1. Smoking is strictly prohibited in Facility and the grounds, with the exception of the designated smoking area.

9. Parking

- 9.1. Strictly no parking in the Fire Station grounds. Parking is limited to the car park immediately in front of the hall; Overflow parking is available in front of tennis courts and on the street verge opposite the hall.

10. Cleaning

- 10.1. At the conclusion of the hire session the facility shall be left in a clean and tidy condition.
- 10.2. External surrounding areas hired or used as part of the hirer's activities e.g. car parks, verges and park lands are to be left clean and tidy.
- 10.3. Sweep all floors that were used.

- 10.4. Spot mop any spillage.
- 10.5. Stack tables and chairs and return to designated storage areas.
- 10.6. Place all rubbish and recyclable waste sorted correctly into appropriate bins contained in Bin Storage area. Failing to sort rubbish correctly will result in forfeiture of bond.
- 10.7. Failure to return tables and chairs to designated storage areas or failure to leave the facilities in a clean and tidy condition may result in loss of all or part of Bond.

11. Exiting the facility at end of Hire

- 11.1. Ensure all cleaning obligations are met
- 11.2. Ensure all fans/air conditioning/heating and lighting is switched off.
- 11.3. Ensure all doors and windows are closed and securely locked.
- 11.4. Ensure all vertical blinds are left 'open'.
- 11.5. Ensure water pump is switched off.
- 11.6. Activate alarm by pressing the on button.
- 11.7. Exit and lock door.
- 11.8. Return key to lock box.

12. Hirer's other Obligations

- 12.1. It is the responsibility of permanent hirers to inspect the facility before exiting making sure it is clean and tidy for the next user.
- 12.2. Hirers are to report any faults to the CWPA representative as soon as possible so repairs can be made.
- 12.3. Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises.
- 12.4. The Casuarina Wellard community facilities are a combined use area with the community hall, meeting room, oval, children's playground, tennis courts and BBQ area. At times there may be activities run by other organisations; it is hoped that all hirers will work in harmony and enjoy their activities without interruption.
- 12.5. The Kwinana South Fire Brigade share the communal outdoor areas and in times of emergencies have priority over all other users.