

FACILITY HIRE APPLICATION FORM



CONTACT DETAILS

| | | | |
|---------------|---------|--|-----------|
| Organisation: | | Contact Name: | |
| Address: | | Suburb: | Postcode: |
| Phone: | Mobile: | Email: | |
| ABN: | | Have you booked with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

How did you find out about the facility hire available within our Centre? Other (please specify): _____

Friend/Referral
 Attend Centre
 Newspaper
 Brochure/Flyer
 Email/E-Newsletter
 Yellow Pages

BOOKING TYPE/FACILITIES REQUIRED *Please tick*

| | |
|--|---|
| <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Sports Court 1 |
| <input type="checkbox"/> High Ropes (YMCA instructor compulsory) | <input type="checkbox"/> Sports Court 2 |
| <input type="checkbox"/> Beach Volley Ball Court 1 | <input type="checkbox"/> Group Fitness Studio |
| <input type="checkbox"/> Beach Volley Ball Court 2 | <input type="checkbox"/> Health Club/RPM Room |
| <input type="checkbox"/> Extreme Sports Space | <input type="checkbox"/> Birthday Party: Mini Mayhem (0-5), Multi Sports (5-12), Rock Climbing (7+) |
| <input type="checkbox"/> Other | <input type="checkbox"/> BBQ - Available upon request |

Kingia Function Centre
 Multi Purpose Room 1 and 2
 Multi Purpose Room 1 (stage side)
 Multi Purpose Room 2
 Green Room
 Kitchen

BOOKING DATE DETAILS *Ensure time for set up and pack down is included within your booking times*

| Day | Date (dd/mm/yyyy) | Start Time | Finish Time | No. of Supervisors | Other Details |
|------------------------------------|-------------------|------------|-------------|--------------------|---------------|
| <input type="checkbox"/> Monday | / / | : am / pm | : am / pm | | |
| <input type="checkbox"/> Tuesday | / / | : am / pm | : am / pm | | |
| <input type="checkbox"/> Wednesday | / / | : am / pm | : am / pm | | |
| <input type="checkbox"/> Thursday | / / | : am / pm | : am / pm | | |
| <input type="checkbox"/> Friday | / / | : am / pm | : am / pm | | |
| <input type="checkbox"/> Saturday | / / | : am / pm | : am / pm | | |
| <input type="checkbox"/> Sunday | / / | : am / pm | : am / pm | | |

Note: If additional dates are required, please attach details on a separate sheet. If an end date is not specified end date will be 30th June.

Min. No. of Participants: _____ Once-off Booking *or* Re-occurring Booking – Weekly Fortnightly Monthly

FUNCTION DETAILS

| | |
|---|--|
| Type of function/entertainment: | Number of participants: |
| Will you be serving food? <input type="checkbox"/> No <input type="checkbox"/> Yes | Cafe operational outside of standard hours? <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Is catering required? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes , contact the SJCRC on 9550 6777) | |
| Will alcohol be consumed? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes , contact the Bookings Officer on 9550 6777) | |
| Will you be selling alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes , contact the Depart. of Racing, Gaming & Liquor to obtain a Liquor Licence) | |
| Will there be decorations? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes , contact the SJCRC on 9550 6777) | |

Serpentine Jarrahdale Community Recreation Centre

Mead St, Byford WA 6122 P 9550 6777 E sjcrc.bookings@ymcawa.org.au

sjcrc.ymca.org.au ymcawa.org.au Like us on



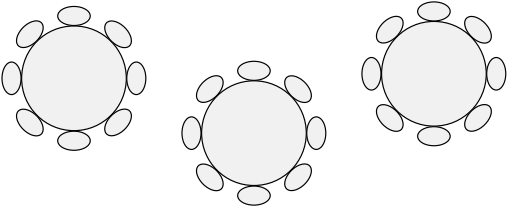
FACILITY HIRE APPLICATION FORM

EQUIPMENT HIRE Please tick what you require and write the amount and description if needed. Any broken items will be replaced from the bond.

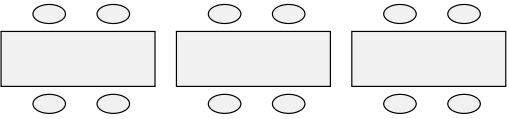
| Tick | Equipment | How Many | Additional Charge |
|--------|----------------------------------|----------|-------------------|
| | Stage | | FREE |
| | Chairs | | FREE |
| | Trestle Tables | | FREE |
| | Round Tables | | FREE |
| | Whiteboard | | FREE |
| | Screen | | FREE |
| | Lectern | | FREE |
| | Urns | | FREE |
| | CD Player/Speaker | | \$20.00 |
| | Data Projector (<i>laptop</i>) | | \$65.00 |
| | Handheld Microphone Roving | | \$50.00 |
| | Tea, Coffee, Sugar, Milk | | TBA |
| | Plates | | 20c each |
| | Wine Glasses | | 20c each |
| | Water Glasses | | 20c each |
| | Cups and Saucers | | 20c each |
| | Knives | | 20c each |
| | Forks | | 20c each |
| | Spoons | | 20c each |
| | Deep Fryer | | \$10 |
| | BBQ | | \$10 |
| TOTAL: | | | \$ |

ROOM CONFIGURATION Please tick how you will be setting up the room as an indication of what equipment is needed.

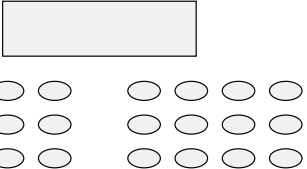
Banquet Style



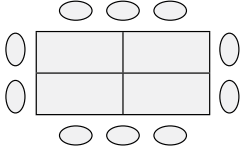
Board Room Style



Theatre Style



Square Style



SOUND/MUSIC INFORMATION

Is there going to be music or amplified sound at your function? eg DJ, Band. Yes No

If **yes**, do they hold the required licence from the Australasian Performing Rights Association (APRA)?
 No Yes (*please attach a copy of your current licence details*) Please detail: _____

If **no**, do you intend to acquire this licence before the commencement of your activities? Yes No

LIQUOR & FOOD

Please note that if you are planning to sell alcohol a liquor licence is required.

Will alcohol be consumed at the facility? (*If yes, a \$21.00 liquor permit fee applies - Hirer to obtain from the Shire*) Yes No

Will you be selling alcohol at the facility? (*If yes, please contact the Office of Racing, Gaming & Liquor on 9425 1888 and forward us a copy of your liquor licence 14 days prior to your booking*) Yes No

FACILITY HIRE APPLICATION FORM

RULES AND REGULATIONS

1. All applicants must sign and return a booking form **PRIOR** to commencement of hire.
2. This form is considered a request until signed off by Bookings Officer.
3. Bookings are not confirmed until a signed quote has been returned to the Bookings Officer.
4. All exclusion dates for the hire period must be shown. Groups must give a minimum of seven (7) days written notice to the Bookings Officer of any exclusion/cancellations not included in your booking. Failure to comply with this requirement will result in the designated hire fee being charged against your group.
5. Any hire fees paid for booking **WILL NOT** be refunded.
6. A non-refundable 20% deposit is required to confirm a booking. The full balance of the hire fee is to be paid at least 14 days before the event.
7. A bond is applicable for the following events - \$1,000 for Weddings; \$500 for Corporate / group bookings. Management retains the right to increase the bond dependant on the type of event. The bond may be used to cover the cost of additional cleaning, repair of damage or additional usage. A mandatory cleaning charge applies to every group booking. If Centre Management allows you the option to clean the facility and it is not cleaned to the appropriate standards then additional cleaning charges will apply.
8. All cancellations must be received in writing by the signatory on this form. Please note that the 20% deposit will not be refunded. The full hire fee will also **not be refunded** if a booking is **cancelled 7 days or less** before the event. **BOND REFUND** - the bond will be refunded by direct deposit, minus any additional costs, up to 14 days after the event. We will request account details when we confirm your booking.
9. If Serpentine Jarrahdale Community Recreation Centre – YMCA require use of the venue for 'special events' and/or programming they reserve the right to cancel bookings/request you to change times/forego your booking. In instances that we request you to move you're booking time on the same day/night we agree to reduce the cost of your booking by half of the cost. Every effort will be made to accommodate your booking elsewhere should your booking be cancelled by management.
10. Management reserves the right to cancel bookings and / or change facility allocation. Written notice will be forwarded prior to the event. The deposit, hire fee and bond will be refunded at management's discretion.
11. Arrangements for the hanging and dismantling of decorations must be made with Management upon confirmation of the booking.
12. 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.
13. The hirer is responsible for the actions and behaviour of their group/guests whilst using the Serpentine Jarrahdale Community Recreation Centre. The hirer will take responsible steps to ensure each member of the group maintains a reasonable standard of behaviour.
14. The transporting of plants, furniture or fittings may not take place until permission is obtained from Centre Staff.
15. Any individuals whose behaviour is, in the opinion of the Centre Staff, detrimental to other patrons of the Serpentine Jarrahdale Community Recreation Centre, or owner/occupiers of property in the vicinity of the premises, or who, in the opinion of the Centre Staff, do not adhere to centre rules, including the use of profane language, or who marks, damages or defaces the premises may be directed to vacate the premises by a member of the Serpentine Jarrahdale Community Recreation Centre Staff.
16. Any member of Centre Staff of Serpentine Jarrahdale Community Recreation Centre, or any authorised agent of the Centre, shall be permitted free access to the facility during the function/activity and shall be given every assistance for the enforcement of these hire conditions.
17. Any hirer of any area within the Serpentine Jarrahdale Community Recreation Centre shall comply with the provision of the Health Act 1911, the Police Act 1892, the Liquor Act 1970, the Criminal Code and State Electrical Commission regulation and any other Act in force for the time being, applying to such hiring of the facility.
18. Serpentine Jarrahdale Community Recreation Centre is a smoke free venue. There will be **NO SMOKING** in any part of the centre or within 5 metres of its perimeter by any person at any time. All cigarette butts and ash are to be put in the bins provided.
19. All areas accessed by the Hirer must be left clean, tidy and free of rubbish. All rubbish is to be placed in bins provided. Where food is consumed and/or the kitchen is included in hire, all food scraps are to be wrapped and placed in the bins provided. Larger bookings may be asked to provide skip bins, at user groups expense to manage the litter and rubbish effectively.
20. Any function that causes the carpet to require steam cleaning will have the cost of the cleaning taken out of the bond payment, or payment will be requested via email.
21. An adequate number of qualified supervisors are needed for all bookings. Cleaning costs will be charged should this not be the case.
22. **Please note that setting up and packing away must be done within the time of hire stated on the booking request form.** Pack away time must be allowed for in your requested booking times. Pack away includes the wipe down and clean of all equipment used, including tables and chairs, and the neat placement of these pack in the appropriate places, as designated by Centre Staff.
23. Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law. Any damage caused during the hire of the facility **must be reported to the Duty Manager.**
24. Damage to Centre property shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damage incurred by dependent guest/children.
25. For any damage discovered prior to booking, please report to reception or the Duty Manager. This will ensure that your group will not be held responsible.
26. The consumption of alcohol on the premises is strictly prohibited, unless appropriate licenses have been obtained.(Refer to Bookings Officer for further instructions)
27. Conditions and guidelines may be changed by the Management without notice.
28. You agree to pay any government taxes, whether current or to be enacted, including GST, that may become applicable to this contract and this club may be required to collect and remit.
29. Payment must be made within 14 days of receipt of invoice. If payment is not made within 30 days legal action may be taken.
30. If your booking runs over time, please note that you will be charged in additional 30 minute increments, and this fee will be deducted from your bond.
31. Any changes to your booking may incur additional charges. Please ensure that you have thoroughly checked your quote and have requested the use of all facilities and equipment for your booking prior to the commencement of your function.

Other User Groups

The signing of this 'Booking Request' form, by a representative, on behalf of the school/organisation, indicates an acceptance, by the school/organisation, of the costs, charges and Terms and Conditions associated with the booking.

- a) Student/staff ratios for Dry Programs listed below must be adhered to for safe operation. Non School groups must adhere to the appropriate ratios:
 - i) As per "Kids in Gym Guidelines" there must be 1 instructor to 25 or less children for ALL Group Fitness based bookings. User groups must provide active supervision to the same ratio.
 - ii) Ratio of 1:10 for ALL Health Club based bookings.
- b) Copies of other qualifications may be required depending on group activities.
- c) Group / Individual waivers must be completed and returned on /before the event depending on group activities.
- d) Groups are reminded to stay within the parameters of their booking with regards to time and allocated space so as not to impinge on other user groups.
- e) Minimum number of participants required. The school/organisation agrees to meet all costs for the minimum number of participants as indicated by the school/organisation in the booking confirmation. It is recommend that the school/organisation accurately calculate the number of participants attending each session, as extra staff may not be available at short notice should numbers increase. Whilst a minimum charge is indicated schools/ organisations should note that charges will be calculated on the actual number of participants attending unless otherwise advised by the Bookings Officer. It is recommend that schools/organisations request an 'expression of interest' from participants prior to confirmation of the facility booking.
- f) All groups are to maintain and keep good order and decent behaviour at all times.

NB: If there are any questions in regard to the above terms and conditions please contact the centre.

Rock Climbing & High Ropes Term and Conditions

1. All participants must be listed on the group form which is to be signed by the group leader. It is the responsibility of the group leader to obtain written or verbal permission from the participants parent or legal guardian if under 18 year of age. Please note, if you have any participants over the age of 18 they are required to complete an additional disclaimer form. This form is available from – Serpentine Jarrahdale Community Recreation Centre. YMCA WA, Inc.
2. If you have any participants who are not climbing but are belaying (holding the ropes), they will also need to complete a disclaimer form. If the Belayer is under 18 years of age they will need their disclaimer form signed by a parent or guardian.
3. YMCA WA, Inc. require 7 days prior notice if your number of participants is less then booked, or you will be charged the rate for the booked number of participants. Without 7 days' notice, arriving with more than booked numbers may result in an unsafe instructor to participant ratio and may result in some participants not being permitted to participate.
4. To ensure the group is participating on time, please ensure that you organize payment before you arrive at our centre. We only take one payment (or it would impact on the participation time), please have your group leader collect the money and pay upon arrival.
5. Bookings for groups with participants who are under 12 years of age require adult assistance. Children under the age of 12 years are not permitted to do the safety rope work (belaying). Your group must provide adults who will be responsible for doing the safety rope work (belaying) for the children and there for will not be permitted to climb. Adults, who are doing the safety rope work (belaying), must complete their own disclaimer form prior to belaying. The number of safety rope operators affects how quickly the children can be rotated from rope to rope.
6. If you have booked a group that has members with special needs, please advise YMCA WA, Inc. of the conditions so we can cater for the individual's needs. Please note that any group with special needs requires more leaders to assist. Your group should have 1 carer to every 3 special needs individuals.
7. You must provide at least one leader per 10 participants to supervise the group's behavior for the entire duration of your group's visit. The leader must ensure that the participants follow the Centre rules. The leader is not permitted to climb.

FACILITY HIRE APPLICATION FORM

Cleaning

If your group is larger than 50 people or food/drink is involved there is a mandatory \$80 charge for our staff to clean the room to standard. For 100+ guests there is a \$120 charge. Please note that your group is still required to tidy the room and leave it as it was found. Weddings, 18th and 21st birthdays and large bookings may incur a higher cleaning charge.

Under no circumstances are posting of invites on Facebook, Twitter or via mobile phone be tolerated. The Serpentine Jarrahdale Community Recreation Centre reserves the right to cancel a booking and retain the deposit made should it become aware of the posting of a booking invite on social media sites.

Please tick

- Any booking that is classified as a high risk (eg 18th, 21st, Buck's Night) will necessitate a minimum of 2 security guards at the Hirer's expense. A letter from the security company must be received by the Functions Officer at least 72 hours prior to the function. Failure to do so may result in refusal of the booking. The bond for 18th and 21st birthdays is \$1,000.
- Where children are involved in a booked function, the Hirer will supply the Centre with current **Working With Children** checks for each staff person working at the function.
- Children attending functions must be closely supervised at all times and may not leave the function room unless supervised by a parent or guardian.
- No nails/items are to be used to affix items to walls, doors, curtains or any part of the building.
- Candles are permitted, but must be placed on a secure, stable, solid protective base. Please use caution when using candles. Activation of the smoke alarms that result in a call-out to the Fire Department will be on-charged to the hirer.
- Storage of personal items (eg decorations, music equipment, etc) at the conclusion of the function hire period is not permitted without prior arrangement.

Safeguarding Children

I am aware that YMCA WA has a responsibility to ensure that any incidents of suspected child maltreatment will be handled with respect and will be dealt promptly and appropriately. Any allegation or disclosure of abuse, neglect or assault, including sexual assault, of an enrolled child will be reported to the Department of Child Protection and Family Support.

The YMCA WA is committed to the safety of children and young people in all of our facilities. As such, YMCA undertakes accreditation with the Australian Childhood Foundation to ensure the highest level of safety for our customers and staff. The Hirer is required to:

- a) Have a child protection policy in place that meets YMCA Safeguarding Children and Young People standards or will accept responsibility to act in accordance with YMCA's Safeguarding Children and Young people policies. This includes staff/volunteers who are involved with children and young people being required to hold current working with children clearances.
- b) Inform YMCA within **24 hours** of becoming aware of any reports or allegations of serious child abuse or neglect that involves the hirers or YMCA staff or volunteers.

DECLARATION

| | |
|---|-------|
| I have read and I understand the Conditions of Hire. The information provided in this document is true and correct. I understand that approval of hire is at the discretion of the SJCRC. | |
| Name of Hirer: | |
| Organisation (if applicable): | |
| Signature: | Date: |