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**CITY OF
PERTH**

Application for Room Hire

Rod Evans Community Centre (160 Hay Street, East Perth)

Instructions: Please print clearly in the spaces provided. Email the completed form to cmsinbox@cityofperth.wa.gov.au

1. Customer Details

Organization Name

First Name

Surname

Address

State

Postcode

Telephone (home)

Mobile

Email

Is your group/ organization (tick the most relevant)

Commercial Not for Profit

Is a copy of your public liability insurance certificate attached?

Yes No

2. Event Details

Event Name

Date/s the room is required

Times the room is required (Include at least 15 minutes for set-up and pack away)

Tick the room/s required:

- | | |
|---|---|
| <input type="checkbox"/> Multipurpose area (capacity 190) | <input type="checkbox"/> Meeting room 3 (capacity 10) |
| <input type="checkbox"/> Meeting room 1 (capacity 15) | <input type="checkbox"/> Meeting room 4 (capacity 12) |
| <input type="checkbox"/> Meeting room 2 (capacity 10) | <input type="checkbox"/> Meeting room 5 (capacity 18) |

Please provide a clear and accurate description of the event or activity

Anticipated number of attendees

3. Conditions of the Room Hire

1. General conditions

The City of Perth maintains this facility in a good condition and trusts that it meets your requirements. In return for the use of the facilities at the Community Centre, you agree that:

- You will ensure that all conditions in this agreement are met. Failure to meet any of these conditions may result in additional charges or the room hire being cancelled
- Use of the room will only be for the permitted use (as per your description in the 'description of event/activity' section)
- The room hire will not commence until the City of Perth has received this signed application form, relevant insurance certificate of currency and licences

- d) Cancellation of your room booking must be in writing (emailed preferred or hand-deliver to the Community services team, City of Perth) at least fourteen calendar days prior to the hire date.
- e) Attendees will vacate the room on time
- f) No signage (including A-Frames) will be placed outside or within the Centre
- g) You will advise staff within 24 hours of departure by email if there were any incidents at the Centre during the time of your attendance such as any altercations, accidents, safety hazards or equipment breakage/not working
- h) You will look after the premises during the hire, i.e. any breakages cleared and spills wiped up at time of spillage and not interfere with air-conditioning controls
- i) You will leave the premises in a clean condition i.e. tables and chairs cleared and returned to their original positions; no areas left unusually dirty, all items and all equipment that were brought into the building are to be removed. All rubbish is to be placed in the rubbish bins provided
- j) Officers of the City of Perth are authorized to enter the room;
 - To check the hire is aligned to the stated description of the event/activity;
 - If required to assist with equipment set up (e.g. TV screens and air-conditioning); or
 - Facilitate evacuation in the event of an emergency
- k) You will supervise, or ensure supervision is in place, for all persons at the event/activity who are under the age of 18 years
- l) The City of Perth retains absolute discretion to refuse or cancel a booking. Examples that may invoke refusal/cancellation include, but are not limited to:
 - The event is considered to promote or incite violence or be an illegal activity of any kind.
 - If any person using the premises behaves in a disorderly manner, such as:
 - Use of profane or indecent language.
 - Is assessed by City staff as being in an intoxicated condition.
 - Creating or taking part in any disturbance.
 - Causing any nuisance/annoyances to the owners or occupiers of any adjoining property or property within the vicinity of the facility.
- m) You are responsible for ensuring that all people attending your function adhere to the below:
 - Other than kitchen and bathrooms, attendees are not to enter any other areas within the Centre that are not part of this hire agreement
 - Attendees will not conduct in a way, which will or may constitute unlawful behaviour or may cause disrepute to the City of Perth
 - No property, chattels, equipment, fixtures or fittings are to be removed from the premises.
 - No damage to the premises or the property, including chattels, equipment, fixtures and fittings.
 - Without prior written consent of the City of Perth's Chief Executive Officer:
 - No light or light fitting is to be covered or decorated any way or otherwise interfered with
 - No candles, incense, scent diffusers/ oil burners, smoke machines or confetti to be brought into the centre. Any activation of the fire alarm due to hirer activities will

incur fees to the hirer for attendance of Fire Brigade (this occurs automatically when the fire alarm is activated)

- Nothing is to be stuck to the walls using any adhesive (includes sticky tape and blu-tack)
- Nothing is to be stored in the building.
- No liquor is to be brought into or served in the Centre without the written consent of the City. Liquor may not be sold on premises without appropriate licence.

2. Room capacity

The room capacities must not be exceeded. The maximum number of persons to be accommodated is determined by the Department of Health. By admitting more people than is permitted on this form, the hirer is liable to prosecution.

3. Evacuation

- You must familiarise yourself with the emergency exits before time of hire
- In order to be prepared for emergencies, have a list of attendees to take with you if required to evacuate the building.
- If smoke is detected or fire alarm sounds, please proceed promptly to the nearest exit. The fire brigade will attend automatically when the fire alarm sounds.
- On evacuation, meet at your designated area

4. License requirements

A casual hirer is any person or group of persons (not being a sporting body, club, association, corporation, or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less than twelve times per calendar year. If your booking falls outside of these casual hire parameters, you will need to supply evidence of public liability insurance.

5. Smoking

Smoking is not permitted anywhere in the building.

6. Noise

Hirers must comply with the Environmental Protection (Noise) Regulations 1997 (WA).

7. Work Health and Safety Act 2020

- The Hirer agrees that for the purposes of the Work Health and Safety Act 2020 (WA), the hirer has control of the room during the hire period.
- Except to the extent caused by the City of Perth, the hirer releases and indemnifies and agrees to keep the City indemnified from and against all claims in respect of which the City of Perth is or may be or become liable by reason of the Work Health and Safety Act 2020 (WA), in respect of the room or the permitted use

8. Indemnity

Upon acceptance of hire, you bind yourself as the hirer to hold the City of Perth and the employees of the City of Perth indemnified against claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venue and the City of Perth's property during room hire, set up and vacating the premises.

9. Access Cards

- Hirers will be provided with a programmed access card. The card allows access to the building 15 minutes either side of your booked times (e.g. if the room is booked from 5pm to 8pm, you will have access from 4.45pm to 8.15pm).
- Hirers are responsible for picking up and returning access cards to a City of Perth staff member.
- The applicant is responsible for the security of access cards. A fee may be payable if a card is lost or not returned.

10. Publicity and Promotion

By signing this form, I give the City of Perth permission to use media from your event for the purposes of advertising, publicity, publication, general display or any other purposes including but not limited to publication on internet websites, broadcasts and public documents.

4. Customer Authorisation

I have read the conditions of hire and accept responsibility for meeting these conditions of use.

Signature _____ (DDMMYYYY) Date

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This form is available in alternative languages and formats on request