

## Active Armadale

### Armadale Arena: Regular Hire Application

|                          |   |                        |                                |
|--------------------------|---|------------------------|--------------------------------|
| <b>Group Name:</b>       |   | <b>Contact Person:</b> |                                |
| <b>Postal Address:</b>   |   |                        |                                |
| <b>Contact Number:</b>   | <b>(H)</b>  | <b>(W)</b>             | <b>(M)</b>                     |
| <b>Email Address:</b>    |   |                        |                                |
| <b>Legal Status:</b>     | <input type="checkbox"/> Not For Profit <input type="checkbox"/> Registered Business <input type="checkbox"/> Incorporate |                        |                                |
|                          | <input type="checkbox"/> Other:   |                        |                                |
| <b>ABN:</b>              |   |                        |                                |
| <b>Type of Activity:</b> |   |                        | <b>Number of participants:</b> |

### Booking Requirements

|   |   |  |   |  |
|---|---|--|---|--|
| <b>Courts:</b>                          | <input type="checkbox"/> Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Courts 1 & 2 <input type="checkbox"/> Court 3            |  |   |  |
|   | <input type="checkbox"/> Badminton Court - number of courts required:   |  |   |  |
| <b>Rooms:</b>                           | <input type="checkbox"/> Multi Purpose Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Crèche <input type="checkbox"/> Boxing Studio |  |   |  |
|   | <input type="checkbox"/> Crèche Yard (must book Multi Purpose Room or Crèche for access to Crèche Yard)   |  |   |  |
| <b>Equipment:</b>                       | <input type="checkbox"/> Chairs (125 available) - number required:  |  |   |  |
|   | <input type="checkbox"/> Trestle Tables (15 available) - number required:   |  |   |  |
|   | <input type="checkbox"/> Netball Goals - number required:   |  |   |  |
|   | <input type="checkbox"/> Soccer Goals - number required:  |  |   |  |
|   | <input type="checkbox"/> Whiteboard   |  | <input type="checkbox"/> Urn (tea, coffee, milk and sugar not provided) |  |
| <b>Does your group require storage?</b> | <input type="checkbox"/> No   |  | <input type="checkbox"/> Yes - items to be stored:                      |  |



|   |  |   |  |
|---|--|---|--|
| <b>Start Date:</b>                                  |  | <b>Finish Date:</b>                                 |  |
|   | <b>Start Time</b>  |   | <b>Finish Time</b>                                       |
| <b>Monday</b>                                       | am / pm  | <b>to</b>   | am / pm  |
| <b>Tuesday</b>                                      | am / pm  | <b>to</b>   | am / pm  |
| <b>Wednesday</b>                                    | am / pm  | <b>to</b>   | am / pm  |
| <b>Thursday</b>                                     | am / pm  | <b>to</b>   | am / pm  |
| <b>Friday</b>                                       | am / pm  | <b>to</b>   | am / pm  |
| <b>Saturday</b>                                     | am / pm  | <b>to</b>   | am / pm  |
| <b>Sunday</b>                                       | am / pm  | <b>to</b>   | am / pm  |
| <b>Frequency of Booking:</b>                        |  | <b>Flexible with day of the week:</b>               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Booking to continue through School Holidays:</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Booking to continue through Public Holidays:</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Supporting Information:</b>                      |  |   |  |

**Hirer's Agreement**

I am over the age of 18 and acknowledge I have read the 'Conditions of Hire' and agree to abide by the conditions. I acknowledge that the costs incurred due to breakage, damages, or not leaving the premises in a clean and tidy condition will be taken from my bond and any additional costs will be rendered by myself or the organisation named on the booking application form.

|                                  |                  |             |
|----------------------------------|------------------|-------------|
| <b>Name of Applicant (print)</b> | <b>Signature</b> | <b>Date</b> |
|                                  |                  |             |

**Checklist for additional documentation**

Certificate of Currency / Public Liability Insurance  
 Incorporation certificate (if claiming community rate)

***Incomplete applications will not be accepted***

**\* PLEASE CONTINUE TO READ TERMS AND CONDITIONS OF HIRE**

## Active Armadale

### Recreation Centres Terms and Conditions of Hire

#### Applications and Bookings

- You must be 18 years or over to lodge an application.
- Applications for facility hire must be received at least 10 business days (two weeks) prior to the booking date, with full payment due five business days (one week) prior.
- Applications for casual court hire can be received within 2 business days of booking date and will be approved subject to availability.
- The application will be processed and applicants will receive a Confirmation Letter confirming their booking. You are advised not to issue invites or advertise your event until that time. The City shall not expedite, prioritise or confirm bookings purely for the reason that they have been prematurely advertised or promoted by the applicant.
- There is a minimum of one hour booking time.
- Bookings can only be taken up to 12 months in advance.
- The City of Armadale reserves the right to cancel any booking for council business or due to unforeseen circumstances. The City will make every effort to provide the hirer with as much notice as possible and assist the hirer in relocating to another suitable facility.

#### Regular Applications and Storage

- Regular hirers are determined as those who book 12+ times per calendar year.
- Regular hirers will be invoiced quarterly.
- Regular hirers must fill in a separate application for one off events/functions. Note an additional bond may apply.
- Any cancellations must be made in writing on an 'Amendment to Booking' form and within two working days of the cancellation date.
- Storage:
  - The City cannot guarantee exclusive storage but in some cases shared storage is possible. The City requests all groups sharing facility storage, to be respectful of other's belongings and to also store their items in a way that minimises any other group being blocked from accessing their stored items.
  - Storage charges are charged on a monthly basis and according to the current Fees and Charges schedule.
  - The City has the right to refuse storage of hazardous items such as gas bottles, pressurised containers and dangerous chemicals. Groups storing these items will be required to remove or dispose of the items.
  - Service ducts and public areas are strictly forbidden to be used as storage areas.
  - Groups breaching storage benefits may be subject to penalties.

#### Fees and Charges

- Costs of hire are in accordance with the current Fees and Charges endorsed by the Council.
- All times booked will be paid for. The facility must only be accessed within the times confirmed on the confirmation letter.
- Full payment is to be made five business days prior to booking date.
- Payments can be made over the phone, via EFT or in person, as per instructions on the issued invoice.
- Cancellations must be made in writing.
  - Cancellations for casual hire bookings within five business days of the booking will forfeit all hire fees.



## Bonds

- A bond is applicable to all bookings and charged in accordance with the current Fees and Charges schedule.
- The bond must be paid in one payment and can be made over the phone, via EFT or in person, as per instructions on the issued invoice. No part payments accepted.
- The bond will be returned approximately three weeks after the date of the booking to the person making the booking.
- Bond deductions will occur as a result of:
  - Damage to the building or equipment.
  - Additional cleaning costs
  - Breach of Conditions of Hire
  - Security or City of Armadale staff call out
  - Unauthorised additional time
  - Loss of keys
  - Additional rubbish collection
  - Any false or misleading information is given regarding the nature of the booking.

## Afterhours Facility Access

- For any afterhours bookings it is the responsibility of the hirer to maintain the security of the facility key that is given out prior to their first booking. Any additional key requests incur a \$25 fee.
- Switch off all lights, except security lights, secure doors and windows and activate the alarms when departing the facility.
- A call out fee may apply if the alarm is not correctly activated at the conclusion of a booking that results in staff being called to the venue.

## Priority of use

- *Priority 1* - Armadale Fitness & Aquatic Centre and Armadale Arena or Council managed activities, programs, games, practices, sports and tournaments.
- *Priority 2* - Armadale Fitness & Aquatic Centre and Armadale Arena partner activities or co-sponsored activities, programs, games and functions.
- *Priority 3* - All organisations that have been through an expression of interest process and recognised with an official annual allocation at Armadale Fitness & Aquatic Centre and Armadale Arena by Council for providing relevant programs or services that do not conflict with priority 1 programs and services.
- *Priority 4* - All schools located within the City of Armadale boundaries.
- *Priority 5* - Other City of Armadale supported or government agency supported activities, programs and meeting.

## Aquatic Bookings

- Supervision Guidelines must be adhered to;
  - Children under the age of eleven (11) years entering the aquatic facility must be supervised by an adult or person over the age of seventeen (17) at all times
  - Children under the age of six (6) years must be accompanied in the water and within arm's reach by an adult or person over the age of seventeen (17) at all times
- Private coaching, teaching or instructing (including swim training and personal training) which is deemed by the Recreation Centres Manager to conflict with centre run programs is not permitted.
- No face painting or temporary hair colours can be worn in any water bodies.
- No use of oils (including fragrance oils such as eucalyptus), moisturisers or hygiene products are permitted in the sauna or steam rooms.



- Armadale Fitness & Aquatic Centre can enforce minimum ratio numbers to aquatic lanes. Aquatic Supervisors reserve the right to re-allocate lanes to the public. If booking space is reduced by the centre the hire fees paid by the applicant will be reduced accordingly.
  - 50m Pool - 6 participants per lane
  - 25m pool - 5 participants per lane
- Hire fees do not include pool entry. Pool entry can be paid at the counter or added to your invoice.
- School Carnivals;
  - Swimming carnival access is permitted in carnival approved time blocks as per booking guidelines
  - Access is for 50m pool only
  - Lane allocations will be dependent on participation numbers;
    - Under 100 participants half day booking required and a maximum allowance of 5 lanes
    - 100 - 200 participants half day booking required
    - 200 + participants full day booking required
  - Acceptance of additional costs for lifeguarding supervision is required
  - A \$200 non-refundable deposit is to be paid on confirmation of all carnival bookings. This is not an additional fee; it will be deducted from the total hire fees.

### Hirers Responsibilities

- Orderly behaviour and respectable conduct of patrons and visitors is expected at all times.
- It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking; this includes ensuring the maximum capacity ratings are not exceeded.
- Each facility is provided with waste bins for rubbish disposal.
- The hirer is responsible for organising their own Personal Accident Insurance, Loss Insurance and other relevant insurance policies.
- Hirers are responsible for any public liability in respect to their activity. The City of Armadale's public liability will only cover injury, loss or damage as a result of any proven neglect or default of the City.
- When music is on please consider the volume and ensure the doors are shut. For evening bookings encourage guests to quickly vacate the area and not loiter in the surrounding park or car park.
- The hirer is responsible for organising an Australasian Performing Rights Association (APRA) Licence if amplified music is to be used.
- Children must be supervised at all times within the facility and surrounding grounds.
- No personal or hired items/equipment to be left in the facility following your booking. The City takes no responsibility for remaining items and these will be disposed of immediately.
- Cleaning requirements;
  - The hirer must supply their own cleaning equipment and products.
  - At the conclusion of the booking the hirer shall:
    - Leave the entire facility in a clean and tidy condition,
    - Sweep all floors,
    - Spot mop any spillages,
    - Place all rubbish in the external bins provided,
    - Ensure all surrounding areas, carparks, verges and park lands are left clean and tidy.
  - It is the responsibility of the hirer to remove all excess rubbish from the premises.
  - The hirer must report any damage that has occurred either accidentally or maliciously to any part of the facility.
  - Return all cleaned chairs (in stacks of no more than 10) to storage area. Fold up all tables and place them on the storage trolleys where provided. Tables and chairs are not to be dragged along floors.
- Turn off all lights & air conditioning prior to departure after booking.



### Electrical Compliance

- All electrical appliances and cords must carry a current compliance tag by a licensed Electrician. Any power outage that requires a call out by staff and/or City's electrical contractor, as a result of a non-compliant device, may result in the cost being deducted from the hirer's bond.
- The hirer is responsible for ensuring that any electrical equipment they wish to use at a facility is within the carrying capacity of the outlets and circuits at the facility. This can be assessed by liaising with the City's electrical contractor prior to the hiring date.
- The hirer will be responsible for any costs incurred due to electrical outages at the City's halls and facilities and/or repairs caused as a result of non-compliant equipment or overloading of outlets and circuits.

### Restrictions

- No confetti, rice, flower petals or similar material to be used.
- No candles or live flames.
- Smoke/Fog machines are not permitted as they interfere with the alarms. Charges will apply for alarm activation.
- No exotic dancers, nudity or like entertainment permitted in any facility.
- Smoking is prohibited in all facilities and within a 10 metre radius of doors, windows and vents.
- Helium balloons are permitted as long as they are anchored and are removed at the completion of the booking.
- Vehicles must only use parking bays supplied. No parking on grassed areas.

### City of Armadale Responsibilities

- The City of Armadale will make every effort to provide the hirer with a clean and tidy facility.
- The City of Armadale will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond its control.
- The City of Armadale is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.

### Family Assistance

- If you require assistance during office hours contact the City on 9394 5000.
- For afterhours queries regarding security alarms, keys or emergency maintenance contact the City's after hours service on 1300 886 885. **Note charges may apply if the reason for call is deemed a fault of the hirer.**
- Report any observed facility damage to Recreation Centre staff.

### Disputes/Complaints

Any disputes must be made in writing and marked to the attention of:

Recreation Centres Coordinator  
City of Armadale  
Locked Bag 2  
ARMADALE WA 6992