



COOLGARDIE COMMUNITY RECREATION CENTRE

Application to hire Council facility

Name of Applicant/Club/Group:.....

Contact Person:..... Phone:.....

(M)..... (W).....

Address:..... Fax:.....

Invoice Address:.....

Email:.....

Day/s and Time/s Required:

Date of Booking: From-..... To-.....

Start Time:..... Finish Time:.....

Number of people:.....

Is this a recurring booking? Y / N Daily / Weekly / Monthly / Annually

Facility (please tick)

Multipurpose Sports Hall	
Boardroom	
Function Room	
Foyer	
Kitchen	
Kiosk	

Type of Function (please circle) – A \$200 bond may be payable on some events

Seminar – Conference – Small Meeting – Dinner

Other (please specify).....

Layout/Seating (please circle)

Theatre – Classroom – U Shape – Boardroom

Other? (please specify).....

Tea & Coffee Facilities? (if yes, the CCRC provide mugs, tea, coffee, sugar & 1 litre of milk per day)Yes No

Alcohol – A \$500 bond is payable on all events where alcohol will be sold/consumed. In the case of 18th or 21st birthdays, bond is \$1000. You will also be required to provide registered security officers appropriate for the size of the event. You will be required to provide confirmation & details of such to CCRC.

Is there to be alcohol at the function? (If yes, Shire of Coolgardie permission is required and an “Application for the Consumption of Alcohol” form must be completed.)

Yes No **Is there to be alcohol SOLD at the function?**

(If yes a liquor licence will be required from the Clerk of Courts and notification must be given to the local Police. You will require at least 2 weeks notice to be granted a liquor licence. You will be required to present the liquor licence to police when providing notification. You are required to provide a copy of the liquor licence when picking up any keys to the facility.)

Yes No **Equipment Required:**

Tables: Yes / No How Many?..... RECTANGULAR

Chairs: Yes / No How Many?.....

Whiteboard: Yes / No \$10 per day

Data Projector: Yes / No \$10 per day

Additional Requirements:.....

Please note: Applications for both hire of facility and liquor permit will only be granted to persons 18 years or older of age. Identification may be required.

You may be required to provide public liability insurance. Please check with CCRC staff.

OFFICE USE ONLY

Hire Fees	\$	Bond	\$	Liquor Y / N	Liquor to be sold Y / N	Copy of liquor License Y / N
Receipt	\$	Date Paid	\$	Copy of signed conditions of hire made: Y / N		



FEES & CHARGES 2014/15

Hall / Court Hire	
Sports Hall Hire – per hour	\$40.00
Sports Hall Hire – per day	\$180.00
Function Room Hire	
1 st Room – per hour	\$36.00
2 nd & 3 rd Rooms – per hour – each	\$25.00
1 st Room – per day (0830-1700)	\$155.00
2 nd & 3 rd Rooms – per day (0830-1700)	\$105.00
Kitchen – per hour	\$20.00
Kiosk Hire	
Kiosk – half day	\$45.00
Kiosk – full day	\$80.00
Foyer	
Foyer	\$30.00
Room Set up/pack down fee	
Per person / per hour	\$36.00
Staff call out fee – per instance	\$36.00

Notes for Hirer

- All hire charges are to be paid in FULL prior to hire date.
- Premises must be vacated by midnight – no exceptions
- The hirer will fully reimburse Council for all costs relating to damage or loss to Council property resulting from their use.
- Any event where alcohol will be sold or consumed, the hirer will be responsible for hiring appropriate levels of registered security officers. The hirer will also provide the Recreation Centre with confirmation of engaged company.
- All rubbish must be put in the outside bins, located at the side of the Recreation Centre
- All equipment to be checked for food and the urn emptied. All bottles and private catering equipment must be removed on departure.
- All floors to be swept and mopped as necessary and the CCRC kitchen equipment and crockery to be cleaned and stored tidily.
- Chairs, tables/trestles must be replaced into the storage or advised area.
- All community groups who prepare food in anyway are encouraged to acquaint themselves with the National Food Safety Standards. Access to this information can be gained via website: <http://www.foodstandards.gov.au>
- As a courtesy to the future users of the facility, please report any damage to the building.
- Coolgardie Community Recreation Centre staff are not responsible for organising catering for your function. A list of catering services based in Coolgardie has been included for your convenience.

I have read and will abide with the above conditions for hire of the CCRC.

Signed

____/____/____

Date



COOLGARDIE COMMUNITY RECREATION CENTRE TERMS & CONDITIONS OF HIRE

1. BOOKINGS

- (i) Hirers are advised that the hall is made available on a first come first served basis, according to whoever has completed booking paperwork returned to the facility
- (ii) Venue is not considered booked until completed booking forms are received by the CCRC
- (iii) Payment of all fees must be made prior to function. When requesting your requirements, please ensure time is allowed for set up, pack down and clean up of the facility.

2. BONDS

If a bond is payable on the event, they will be charged as follows:

Bond – without Alcohol	\$200
Bond – with Alcohol	\$500
Bond – 18 th & 21 st Birthday parties with alcohol	\$1000
Keys	\$150

The hirer agrees to fully reimburse Council for all costs relating to damage or loss to Council property resulting from their use.

Bond will be refunded if CCRC has been left clean.

Floors to be swept, mopped & vacuumed where applicable. Any benches, refrigerators & kitchen equipment that has been used is to also be cleaned. Dishwasher to be emptied wiped out and turned off.

3. FORFEITURE OF BONDS

Bonds will be forfeited for:

- (i) Loss or damage to Council Property
- (ii) Failure to comply with:
 - Cleaning – all areas of facility must be cleaned by midday of the day following the event hire.
 - Keys – to be returned first working day after event hire
 - Furniture – any outsourced furniture & equipment to be removed from premises by the first working day after the event hire

4. ALCOHOL

- (i) Hirers are responsible to ensure the necessary permits are obtained.
A Council permit is required for the consumption of alcohol on the premises (attached).
Liquor licensing permits are required for the sale of alcohol.
- (ii) All alcohol and equipment used for the serving of alcohol must be removed from Council premises immediately after the conclusion of the event.
- (iii) PREMISES TO BE VACATED BY MIDNIGHT

- (iv) Any event where alcohol is to be sold or consumed MUST provide registered security officers appropriate for the size of the event. All details of enlisted security company must be provided to the Coolgardie Recreation Centre.

5. CLEANING & MISCELLANEOUS

- (i) Decorations – NO nails or thumb tacks to be driven into walls or ceilings
- (ii) All chairs are to be stacked in 10's & tables left in a clean & tidy manner
- (iii) Hall, kitchen and other rooms are to be left in a clean & tidy state. Cleaning agents & equipment are provided for in the kitchen area.
- (iv) Fridge, hotplate and oven are to be left in a clean condition

6. ENVIRONMENTAL PROTECTION ACT 1986

Noise Abatement Directions

81. (1) If, an unauthorised person or police officer considers that any reasonable noise has been, or is being emitted from any premises, the authorised person, or police officer may:
- (a) Direct, either orally or in writing as he considers appropriate
 - (i) The person whom he believes to be occupier of those premises to cause emission of that unreasonable noise to cease

OR

 - (ii) Any person whom he believes to be making or contributing to the making of that unreasonable noise, to cease making or contributing to the making, of that unreasonable noise.
- OR**
- (b) Take such measures or cause such measures to be taken as the authorised person or police officer considers necessary to abate the emission of that unreasonable noise or to remove the likelihood of any unreasonable noise being emitted.
- (2) A person who does not without reasonable excuse comply with a direction given by an authorised person or police officer under Subsection (1) commits an offence.
- (3) A person shall not be convicted of an offence under Subsection (2), unless it is proved that the noise, to which the relevant direction relates, was an unreasonable noise.
- (4) A direction given under Subsection (1) shall have effect for such period not exceeding seven (7) days as is specified in that direction, but may, within that period, be revoked by:
- (a) The authorised person or police officer who gave it;
- OR**
- (b) A person prescribed for the purpose of this Subsection.

Seizure of Noisy Equipment

82. (1) That authorised person or police officer may enter the premises and seize any equipment, or part of any equipment, which is or has been emitting, or contributing to the emission of noise, which the authorised person or police officer considers to be unreasonable.

(2) Any equipment seized under Subsection (1) is to be delivered, not later than seven (7) days after the seizure, to a person who appears to an authorised person or police officer to be entitled to possession of it, but in the event of any doubt or dispute as to that entitlement the equipment may be retained until the doubt or dispute is settled or determined.

(3) An authorised person or police officer who seizes any equipment under this section or a person who otherwise performs any function under this section in relation to equipment seized is not liable for any loss, damage or injury of or to the equipment unless it is shown that the person deliberately failed to take reasonable care of the equipment.

(4) The regulations may make provision as to the seizure and storage of equipment under this section and the manner in which it is to be dealt with

Powers of Entry in respect to Noise Abatement Directions

82. (1) An authorised person or police officer may, for the purpose of enabling him to give a direction, or to take, or cause to be taken any measures, under Section 81 (1) or 81 (a) in respect of noise emitted from any premises or to ascertain whether or not an offence under section 81 (2) has been committed on any premises:

(a) Enter those premises, with the aid of such other authorised persons or police officers as he considers on reasonable force, at any time when he considers on reasonable grounds that an unreasonable noise has been or is being emitted from those premises.

7. EMERGENCY PROCEDURES

1. PLANNING THE FUNCTION AND/OR UPON ARRIVAL AT THE FACILITY

- 1.1 Take note of the location of any phone (foyer), exits, fire alarms, and potential (safe) outdoor assembly area. (Please advise the CCRC staff if any exits, exit signage, etc are faulty.)
- 1.2 Try to note how many persons are under supervision or in attendance at the facility.

2. EMERGENCY PROCEDURES – IN CASE OF FIRE AND/OR EXPLOSION

- 2.1 The hirer or lease holder will be required to initiate an evacuation by the use of loud, clear voice commands.
- 2.2 Ensure the safety of people, attend to injured persons.
- 2.3 Evacuate building by nearest exit.
- 2.4 **TELEPHONE 000 AND ASK FOR FIRE/POLICE/AMBULANCE.**
- 2.5 Attempt to fight the fire with the appropriate fire extinguisher if it is safe to do so and the operator is trained and competent in its use.

Prepare to give the following details:

Location: **Bus Stop – Sylvester Street**

Nearest main intersection: **Sylvester & Lefroy Streets**

- 2.6 Assemble outdoors at a predetermined safe assembly area (**Note:** avoid car park areas, move away from any structures, avoid powerlines or known utility services locations such as gas and water mains).
- 2.7 Conduct a head count (i.e. try to account for everyone).
- 2.8 **Do not** re-enter the building or its immediate vicinity.

69 - 73 Sylvester Street, P.O Box 7, COOLGARDIE, WA, 6429

Tel: (08) 9025 0309

Email: coolrec@coolgardie.wa.gov.au

2.9 Advise Council of the fire at the hirer's earliest possible convenience.

3. OTHER EMERGENCIES (VIOLENCE, PHYSICAL THREATS, ETC)

3.1 Contact the appropriate Emergency Service. Coolgardie Police Station – 9093 8400

AMBULANCE / RESCUE / POLICE IN URGENT SITUATIONS – DIAL: 000

4. IN CASE OF EARTHQUAKE OR SEVERE STORM (CYCLONE):

- Stay indoors.
- Take shelter – under tables, doorways etc.
- Stay away from windows, overhead fittings etc.
- Wait for instructions from responding Emergency Services.

5. IN CASE OF A BUSHFIRE IN THE IMMEDIATE AREA:

- Stay indoors.
- Monitor the situation.
- Do not leave the facility unless it is immediately threatened or as instructed by Emergency Services.

6. FIRST AID RESOURCES

There is a first aid kit located in the Kitchen

8. CANCELLATION FEES

Cancellation fees apply to all functions.

Fees apply to entire function cost as follows:

(i)	30 days or more from booking date	amount retained 0%
(ii)	More than 14 days, but less than 29 days from booking date	amount retained 25%
(iii)	More than 7 days, but less than 13 days from booking date	amount retained 50%
(iv)	Less than 7 days from booking date	amount retained 100%

I have read and understood this document as provided.

Signed

____ / ____ / ____

Date



COOLGARDIE COMMUNITY RECREATION CENTRE APPLICATION FOR CONSUMPTION OF ALCOHOL

I hereby apply to consume alcohol at the Coolgardie Community Recreation Centre and advise that my application has been lodged on _____ (date) at _____ (time).

NAME: _____

ADDRESS: _____

TELEPHONE: (H) _____ (B) _____

(M) _____

GROUP / ORGANISATION: _____

DATE REQUIRED: ____ / ____ / ____ FROM ____ TO ____

APPROXIMATE NUMBERS ATTENDING FUNCTION: _____

Approved: YES / NO

SIGNED: CHEIF EXECUTIVE OFFICER

INDEMNIFICATION: upon approval of this application, the applicant undertakes to hold the Shire of Coolgardie indemnified against all claims which may be made against the Shire of Coolgardie for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of conducting the event on the property of the Shire of Coolgardie, during all periods when such facility is on hire.

APPLICANTS SIGNATURE

_____/_____/_____
DATE



Shire of Coolgardie

BOND or RETENTION AGREEMENT – (forward to Finance Department)

A bond for the vale of \$_____ is being held by the Shire of Coolgardie for the purpose of

On behalf of:

Name: _____

Address: _____

Phone: _____

Receipt Number: _____

Bond Reference Number: _____

I have received a copy of the Bond Return Conditions and understand that the Bond will be returned by Cheque.

Cheques are drawn fortnightly and may take up to fourteen working days to process from the date authority given for the return of the bond.

Applicant Signature

CATERING SERVICES IN COOLGARDIE

Charleez Cafe
69 Bayley Street, Coolgardie
Phone: 0488 208 996

Canessa Village Catering
2 Renou Street, Coolgardie
Phone: 0459 032 074

Goldrush Motel
99 Bayley Street, Coolgardie
Phone: 9026 6009

Caltex Service Station (currently closed for renovation - due to reopen Aug 2014)
Great Eastern Highway, Coolgardie
Phone: 9024 2053

Tjumpari Catering Services
PO box 33 Coolgardie
Phone: 0477 651 433