

Carine Clubrooms Casual Hire Application Form

Terms and Conditions of Form

The Terms and Conditions of Hire must be read and understood prior to completion of this form. The application form must be received by the Carine Clubrooms Committee (CCC) at least 15 business days (three weeks) prior to the first booking date.

Submission of this form does not, in any way, guarantee or confirm the booking. The CCC has the right to determine whether the booking is in the best interest of the CCC, the City of Stirling and its ratepayers.

The booking process can take up to five business days from receipt of the application form. A CCC Representative will review the form and, if approved, will confirm via email or telephone, at which time a \$50.00 non-refundable deposit will become due. Payment of the deposit will allow the application form to be processed and a confirmation letter, rental contract and tax invoice will be emailed immediately confirming the successful booking.

Full payment of the remaining facility hire fees as well as the bond (security deposit) is due 10 business days (two weeks) prior to the first booking date.

Main Contact's Details

Surname _____ First Name _____

Organisation Name (if applicable) _____

Postal Address* _____

Suburb _____ State _____ Postcode _____

Phone _____ Mobile _____

Email _____

Booking Details

Purpose _____ Room _____

Date _____ Expected Attendance _____

Start Time* _____ End Time* _____

**NB: Sufficient time for setting up beforehand and packing away/cleaning afterwards must be taken into account with the booking times. The room can only be accessed within the times specified below. No additional time is provided for setting up and the room must be fully cleaned and vacated by the end time. Bookings on Friday, Saturday and Sunday evenings have a set time of 3.00pm to 1.00am. Functions (i.e. parties) outside of these times must be booked for a minimum duration of five hours.*

Payment is to be made electronically to the following account

Bank: Westpac

BSB : 036-062

Account: 216370

Checklist

If applicable, is the organisation not-for-profit? Yes No
If yes, the CCC must receive the organisation's Certificate of Incorporation together with this application form to qualify for the community rate of hire.

Will access to the kitchen be required? Yes No
Access to the commercial kitchen is not automatically provided and must be requested. There is no extra cost for using the commercial kitchen, although the minimum bond (security deposit) will increase to \$1000.00.

Will private security services be required? Yes No
'High risk' functions such as birthday parties or bookings with more than 300 people in attendance will require private security services with the ratio of two guards for the first 50 people and one guard per 50 people thereafter. It is the hirer's responsibility to engage the services of a licensed security company. The CCC must receive a letter from the security company outlining the services they are to provide at least 10 business days prior to the first booking date.

Will a liquor licence be required? Yes No
A liquor licence is required when alcohol is sold or if a door/cover charge is sold and the alcohol is supplied. A liquor licence is not required if alcohol is 'bring your own' (BYO). An Occasional Liquor Licence can be applied for through the Department of Racing, Gaming and Liquor at www.rgl.wa.gov.au and must be received by the CCC at least 10 business days prior to the first booking date.

Will there be a live band? Yes No
*Live bands are **not** permitted in City of Stirling facilities. Pre-recorded forms of music, for example CD, MP3 or DJ are acceptable, though must be maintained at a reasonable level. For further information, visit <http://www.slp.wa.gov.au/statutes/swans.nsf> and follow the links to the Environmental Protection (Noise) Regulations 1997 Act.*

Will public liability insurance be required? Yes No
Public liability insurance is designed for professionals who interact with customers or members of the public. It protects against claims of personal injury or property damage that a third party suffers as a result of the business activities. Public liability insurance is recommended but is not an essential condition of hire.

How did you find out about the centre?

Website	Existing / previous hirer
Live near the centre	Drove past
Word of mouth	Other (please specify)

Declaration

"I declare all information on this application form is true and correct and in accordance with the Terms and Conditions of Hire."

Main contact's
signature _____

Main contact's name (printed) _____ Date _____

Submission

The Casual Hire Application Form, along with any supporting documentation, can be submitted by email to bookings@carineclubrooms.com.au.

Office Use Only

Form received: _____

Date _____

Time _____

Initials _____