

VENUE HIRE TERMS AND CONDITIONS

1. Hiring Council Facilities

The hirer is required to be 18 years of age or older. The Council may request proof of age prior to accepting the booking. The Council reserves the right to refuse any booking. Booked start and end times must include all time required for setup and pack-down, including cleaning of the space.

2. Payment

Two payment arrangements apply:

- Casual bookings: Payment is required in full at the time of booking.
- Regular bookings: Regular hirers will be invoiced monthly, with payments automatically debited from the nominated payment method.

The Hirer is responsible for any additional costs incurred, including but not limited to extra cleaning, damage, or use of the space beyond the booked times. All pricing is GST inclusive.

3. Booking Confirmation

A booking is not confirmed until it has been reviewed and approved by the Booking Officer.

4. Compliance With Legislation

Hirers must comply with legislation relating to the use of the Council amenities. The hirer of any facility shall comply with the provisions of the Health Act, Liquor Control Act, Police Act, and Environmental Protection Act (relating to excessive noise), or any other relevant legislation and the Council's Local Laws.

5. Public Liability Insurance

Incorporated bodies, sporting clubs or associations of any kind and other persons conducting profit making or commercial ventures are strongly advised to take out public liability insurance of at least \$10,000,000. Such organisations and activities are expressly excluded from cover under the Shire of Plantagenet's Casual Hirers Liability insurance.

6. No Smoking Policy

All facilities under the direct care, control and management of the Shire of Plantagenet are deemed 'No Smoking Areas'. Non-compliance with this policy may result in additional cleaning fees and the person or organisation being refused any future use of any Council facility.

7. Cancellation / Refund Policy

A refund of fees is subject to written notice of cancellation being received by crc@sop.wa.gov.au

- Cancellations made up to 24 hours before are eligible to receive a full refund.
- Cancellations made less than 24 hours before will be charged in full.

8. Equipment

Care must be taken when transporting and positioning tables and chairs to prevent damage to floors, walls, and other surfaces. Any costs associated with damage, maintenance, or additional cleaning will be charged to the Hirer. Should additional equipment be required, the Hirer must contact the Booking Officer in advance. A First Aid Kit is available during Community Resource Centre business hours.

9. Guests

Hirers are responsible for the actions of guests/members whilst using the facility. Maximum capacities for this facility are noted on the room booking page. The Community Resource Centre accepts no responsibility for any items left on the premises during or after the completion of hire.

10. Hired Area

Under no circumstances is the hirer permitted to penetrate, drill, drive tacks, nails, screws or affix adhesive materials, etc into or on any of the walls or any part of the building, equipment or fixtures, without prior permission of the Shire of Plantagenet.

The hirer must ensure that:

- No lights or lighting fixture is interfered with in any way.
- Confetti or similar materials are not used inside or outside the facility.
- All decorations, including flowers and all equipment used in excess of equipment provided by the Council are removed immediately the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings contained in the building.
- No Council property, chattels, equipment, fixtures or fittings are removed from the facilities.
- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facilities.

People attending the Hirer's event(s) are to remain within the area hired. Consideration of others is appreciated. Hirers are not permitted to enter the venue before the designated time as other user groups may be using the facility.

11. Floors

No talcum powder, sawdust, resin or other surface altering substance is to be used. Plants containing water are not to be placed on floors. If floors are damaged in any way, an additional charge can be made to the hirer for restoration.

12. Cleaning

The Hirer shall return all equipment to its designated area. All decorations, rubbish etc must be removed and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates. Hirers will be charged for any additional cleaning time required. Articles and goods left during the hire of the venue are left at the hirer's/owner's risk.

The Shire of Plantagenet accepts no responsibility for any items left on the premises after the completion of functions. Kitchen or food preparation areas are to be left in a clean condition with all rubbish placed in the bins provided (except wet rubbish, which is to be removed). A Cleaning Schedule is attached for your information.

13. Security, Callouts and Keys

Please liaise for a mutually agreeable key pick and return time within the Community Resource Centre's opening hours. All doors and windows must be secured when the premises are vacated. If the Shire's after-hours service is called out to secure a building, the hirer at fault will be billed costs accordingly.

CLEANING SCHEDULE

1. The following conditions must be completed at the conclusion of the hire period:

- Floors must be swept, vacuumed, and spot cleaned where required.
- Tables must be wiped down, and all tables and chairs returned to their designated storage areas.
- All rubbish must be removed and placed in the bins provided.
- All lights and electrical appliances must be switched off after use.

2. Kitchen Use (if applicable)

- All rubbish must be removed and placed in the external bins provided.
- Benches must be wiped clean after use.
- Where refrigerators are used, all food items must be removed and the interior wiped clean. No food is to be left on the premises.
- All appliances, including the stove and microwave, must be left clean and in good condition.

EVACUATION PROCEDURES

1. Anyone discovering a fire should

- a) Immediately call 'Fire, Fire, Fire'.
- b) If possible, determine the cause and severity of the fire.
- c) Commence evacuation if required.
- d) Extinguish the fire if safe to do so.
- e) Ring the Fire Brigade on 000.

2. Evacuation

- a) Assist anybody in immediate danger, only if safe to do so.
- b) When evacuating, move through exit doorways in an orderly fashion. Heat, fire and smoke will present the greatest hazard. Visibility may be restricted. Passageways may be inaccessible or too dangerous to use. Escape routes and exits, as well as normal footpaths for leaving a building, should be assessed for the safest exit route.
- c) Move to the assembly area and remain there until advised by the co-ordinator.
- d) Check to see that all people within the building are in the assembly area.
- e) Do not re-enter the building at any time, unless under instruction by an authorised person.

3. Contact

- a) When all building users have been safely evacuated and the Fire Brigade has been notified, contact the Shire of Plantagenet on 9892 1111 during business hours or see below:

Emergency Contacts

000	Current or potential life-threatening emergencies or witnessing a serious traffic accident
0428 512 356	Dog attacks and livestock on roads – Shire after hours emergency number
1300 657 209	Fire management - Department of Fire & Emergency Services (DFES) Information Line
9219 8000	Prescribed Burns - Department of Biodiversity, Conservation and Attractions
9474 9055	Wildcare - Helpline for sick, injured or orphaned animal and snake removal
1800 449 453	Wildlife Watch - Reporting illegal wildlife activity
9483 6462	Marine helpline - Department of Parks and Wildlife
131 444	For matters requiring police attendance or to report a crime
1800 333 000	Crimestoppers - a telephone hotline for members of the community to provide information about criminal activities