



BOOKING APPLICATION FORM

Friendly Neighbourhoods Trailer

Please return this form to:
Bookings and Events Officer
City of Melville
Locked Bag 1
BOORAGOON WA 6954
Fax: (08) 9364 0285
melinfo@melville.wa.gov.au

Please Print Information Clearly (forms must be received at least 10 working days before the booking)

APPLICANT DETAILS

Name of Organisation (if applicable): _____
 Name of Applicant: _____
 Name of Event: _____
 Type of event: _____
 Telephone: _____ (home) _____ (work) _____ (mobile)
 Email Address: _____
 Postal Address: _____
 Estimated number of guests: _____ (Please include children in the total number).

LOCATION

Please specify the proposed location.
 Proposed location: _____
 Do you wish to book a reserve as part of this application? Yes No
 Please refer to Fees and Charges to find out the associated fee to book a reserve.

BOOKING DETAILS

Date of Event: _____
 Event Start Time: _____ Finish Time: _____
 Booking times must include any set up time. One hour pack down time will automatically be allowed for at the conclusion of your booking. Bookings are not accepted for Public Holidays.

ALCOHOL CONSUMPTION

Will you be consuming any alcohol? Yes No
 If yes, will this be at no charge to your guests? Yes No
 If 'Yes', you are required to purchase a **Permit to Consume Liquor**. Please note, if you are applying for a Consumption License, the form must be completed in person at the City of Melville, Civic Centre, Cashiers desk.
 If 'no', you are providing alcohol at a charge to your guests, please refer to "Conditions of Hire" to determine whether an **Occasional Liquor Licence** must be applied for. Please note, if you are applying for a Consumption License, the form must be completed in person at the City of Melville, Civic Centre, Cashiers desk.

STRUCTURES AND BOND REQUIREMENT

Are you planning on including any structures as part of your booking? Yes No
 Please specify structures.
 Gazebo (Less than 4x4sqm) Marquee (larger than 4x4sqm) Other _____
 Will the Marquee be larger than 55sqm? Yes No
 If 'yes,' a Structural Certification needs to be submitted.
 Will any vehicles be required to access a reserve? Yes No
 If you are proposing to have any equipment or vehicles on the reserve, please provide a maps outlining the proposed location of these items. *Maps can be accessed on the City's Website*
You are required to pay a bond if you intend to, including but not limit too, erect marquees, tents and bouncy castles, or a animal farm, pony rides, vehicles



on the reserve, or catering company on site, etc. Vehicle access is not permitted on all reserve. Each request will be reviewed by the Reserve Supervisor. We may need to arrange an on-site meeting with you to discuss location of reticulations pipes, etc. If you are required to pay a bond, you may need to organise a site visit with the relevant Reserve Coordinator. Contact details will be provided if the application is approved.

PUBLIC LIABILITY INSURANCE

Copy of Public Liability Insurance Certificate (s) Attached? (if applicable) Yes No

If the booking is for a sporting body, school, club, association, corporation, incorporated body or hiring for commercial or profit based activities, then the hirer must supply Public Liability Insurance. This cover should be for no less than \$10million. If you are using an external party for catering, marquee's etc, a copy of their Public Liability Insurance Certificate must also be attached.

CONDITIONS OF HIRE

Please Note: All potential hirers must familiarize themselves with these conditions at the time of preparing this Booking Application Form.

1. Application for hire of City of Melville parks, reserves and venues, including furniture and property, shall be made to the City of Melville or its recognized agent on the prescribed form.
2. The fees for the hire of the venues and facilities shall be at the rates as fixed by the City of Melville in its Annual Fees and Charges Schedule. All fees must be paid at least 30 days prior to the date of the function.
3. If a cancellation is received at least 7 days prior to the booking, the hire fee (minus the Administration fee) may be refunded.
4. For parks or reserves, a bond must be paid if erecting a fixture (e.g. marquee, tent, bouncy castle etc.). The bond will be refunded subject to compliance with all of the conditions listed herein.
5. Caterers and persons responsible for hiring must ensure that the trailer &/or area(s) used are left in the same condition as they were found. If the cost of repair exceeds the bond amount, the hirer will be charged the additional costs. If the trailer is damaged, the cost to repair any will be charged to the hirer.
6. The City of Melville reserves the right to refuse to hire of the trailer &/or any venue to an applicant without assigning any reason for refusal.
7. Applications for 18th or 21st birthday parties will NOT be accepted.
8. The City of Melville may, at any time, cancel any agreement for hiring of the trailer &/or any venue. Such action would only be taken in the event of extreme necessity; notice of cancellation would be given at the earliest possible date and the amount paid by way of deposit and/or hire charge refunded.
9. In the event of two or more applications being received for hire of the trailer &/or any reserve for the same time and date, the City of Melville may, without considering any priority of application, determine to which applicant the hiring shall be granted.
10. In the case of reserve hire for weddings or functions, Public Liability Insurance is necessary if an external party (catering, Marquee Company etc.) is being used. In this instance, a copy of the external company's Current Certificate of Public Liability must be provided with this application form.
11. Public Liability Insurance is required and a copy of the Certificate of Currency to be attached to this form if the hirer is undertaking activities to generate a profit, an incorporated body, company, association or other corporate entity, or if the casual hirer uses a City of Melville facility more than twelve times per annum in total. Where a hirer cannot be defined as one of these, the hirer may be eligible for coverage as defined in clause 12.
12. The City of Melville has arranged for Casual Hirer Public Liability Insurance to provide coverage for 'casual' hirers of City facilities.
13. This insurance is intended to cover a casual hirer's legal liability to pay compensation in respect to claims made against the casual hirer arising out of the hire of the facility. It does not extend to private cover for activities eg badminton, aerobics, dancing and the like. If a hirer is intending to conduct these types of activities it is advisable to purchase insurance independent of the City of Melville.
14. Where the claim arises out of the building or facility eg. someone slipping or tripping on a mat etc, the casual hirers liability policy will provide protection for the hirers legal defense cost and legal liability to pay compensation.
15. When considered desirable by the City of Melville, the hirer may be asked to provide licensed crowd controllers at their expense for the duration of the function.
16. The hirer of the venue shall comply with the provisions of the Health (Miscellaneous Provisions) Act and any other relevant Act in force. If, in the opinion of the City of Melville or a duly authorized officer of the City of Melville, all necessary actions have not been taken to comply with the statutory requirements, the City of Melville or duly authorized officer may, prior to or during the function, forbid or prevent the continuing use of such buildings.
17. In the event of the use of the trailer &/or venue being forbidden or prevented under the preceding clause, the hirer shall forfeit all amounts paid for the hire as if the hiring had been fulfilled and the City of Melville shall not be responsible to the hirer for any loss or damage incurred by the hirer.
18. No person shall in any way damage, mark or deface any wall, door, furnishing or fixture which forms part of the hired venue or immediate surrounds.
19. All functions consuming alcohol and/or food on a park or reserve must have a "waste/rubbish removal plan" or hire extra bin(s) to be delivered if the number of attendees is expected to be 25 people or more. There are minimum requirements for bin hire (25 people = 1 bin minimum, 25 to 50 people = 2 bins minimum, 50 to 100 people = 3 bins minimum etc.).
20. The hirer may, with the express permission of the City of Melville or a duly authorized officer of the City of Melville, relocate plant, furniture or equipment to the immediate precincts of the venue.
21. No liquor, as defined in the Liquor Licensing Act 1988 shall be brought into or consumed in any portion of property without a "Permit to Consume Liquor" licence having been issued by the City of Melville. The permit can be obtained from the City of Melville for a non-refundable fee, at least 7 days before the booking. The named person on the permit must be at the venue and available for the duration of the event. All "Permit to Consume Liquor" applications must be made in person.
22. If you intend to sell alcohol or charge an admission fee to a function in which you provide alcohol, you must apply, in writing, for an "Occasional Liquor Licence". The application must be received by the Department of Racing, Gaming and Liquor at least 14 days prior to the function. Therefore, the City of Melville must receive your application at least 20 days prior to the event to



- ensure the City has adequate time to respond to your application.
23. Liquor Licences will not be granted beyond 12 midnight of the date applied for. At 12.20am, there should be no people in the venue, except for a maximum 10 people for cleaning. Those 10 people must have cleaned and vacated the venue by 1:00am.
 24. No offensive impersonations or anything deemed likely to produce disturbances; riot or breach of the peace shall be permitted within each venue. The hirer shall maintain good order and behaviour within the property and shall be solely responsible for compliance with these conditions and for meeting the costs of any damages or loss of equipment.
 25. Any authorized representatives of the City of Melville shall at any time be permitted free access to the venues and shall be given every facility for the enforcing of these conditions.
 26. In the event of any breakdown of services, utilities etc. no responsibility will be accepted by the City of Melville, but the City undertakes to exercise reasonable care and precaution in this regard.
 27. The hirer shall assume responsibility for the tailer &/or venue and its contents on the date of such hire, at all times after the initial opening as required by the hirer. Responsibility for the venue will remain the responsibility of the hirer until the agreed finish time occurs.
 28. Electrical extension cords or appliances that will be plugged into any power socket at any City of Melville facility must be tagged and recorded as inspected by a qualified electrician. Hirers are to ensure that the test is current before operating. If the cord or equipment is not tagged or is not dated current the Hirer is instructed not to use.
 29. The number of persons attending the function shall not exceed the number as nominated on the Booking Application Form. In no circumstances shall the number of persons exceed the total number permitted for that type of function in that particular premise.
 30. **SMOKING IS NOT PERMITTED** within any enclosed area within the City of Melville. An enclosed area is defined as any area which features a roof and at least two walls. Any person or group found to be in breach of this will be issued and infringement. In addition, please do not smoke within 10 metres of any playground or area where there are children.
 31. Hirers are charged venue hire for setting up time, which is to occur directly prior to the function. One hour free of charge packing up time is granted immediately after the function finishes. During this time all equipment is to be removed from the venue, chairs and tables, marquees, rubbish removed and venue brought back to a clean standard by the hirer.
 32. The nominated hirer who has applied for the use of the facility is solely responsible for the conduct of all persons and any event or happening at the facility for the duration of the hiring period
 33. The hirer shall indemnify and keep indemnified the City of Melville from any claim or demand arising from or in relation to any act, omission, damage, loss, charge, liability, outgoing, payment, expense, cost or the like of any party.
 34. The hirer shall not commence any action, notice, demand, proceeding or make any claim of whatsoever nature against or to the City of Melville and shall not hold the City of Melville liable for any loss, damage, charge, liability, outgoing, payment, cost or expense in relation to the hire or use of the facility.
 35. The indemnity effective notwithstanding that the party claiming the loss, damage, charge, liability, outgoing, payment, expense or cost may not have been at or on the facility by the invitation or knowledge of the hirer.
 36. The hirer acknowledges that the insurance, if any, of the City of Melville in relation to the facility or otherwise may not be sufficient to protect either the City of Melville, the hirer or any other person in relation to any act, omission, conduct, happening or event at the facility for the duration of the hire period or at any other time.
 37. Hirers are required to ensure that adequate medical and first aid equipment is available throughout the duration of the hire period.
 38. All applicants are required to under take a risk management plan for their filming. The Plan must be in line with Australian and New Zealand Standard for Risk Management AS/NZS 31000:2009. The City of Melville takes no responsibility for Risk Management Plans and places the responsibility on the applicant.
 39. The hirer is responsible for obtaining the appropriate licence/s if music is going to be used during the booking. These can be obtained through the Phonographic Performance Company of Australia (PPCA) & the Australasian Performing Right Association (APRA). For more information please refer to their websites: www.pcca.com.au & www.apra-amcos.com.au.
 40. BBQ, playgrounds, park benches and the other permanent fixtures can not be booked for exclusive use and are not part of the casual hire of the reserve. Access to these must not be restricted to other causal users.
 41. To ensure that community land is managed effectively to safeguard against potential damage, user conflict and any adverse effects to the residential amenity, any organised activity in Council's parks and reserves requires approval from the City of Melville Council.
 42. Any noise generated at events should not unreasonably impact upon nearby residents by exceeding 'assigned levels' under the Environmental Protection (Noise) Regulations 1997. Under certain circumstances, where it is known that music noise (ie. Concert) will exceed 'assigned levels' you may need to obtain a non-complying event approval.
 43. Council does not always control bookings for use of community buildings located at sport fields. These are to be booked through the organisation who holds a lease for the facility.
 44. Sporting Clubs DO NOT have the authority to approve use of fields for any other users. Approval must be obtained from Council.

DECLARATION

I have read, understand and agree to abide by the Conditions of Hire.

Signature of Applicant: _____ **Date:** ____/____/____

**ONCE APPROVED, YOU WILL RECEIVE AN APPROVAL LETTER
COMPLETING THIS APPLICATION DOES NOT GUARANTEE APPROVAL**