



Venue Hire Terms and Conditions

Shirley Strickland Sport and Community Pavilion – Terms and Conditions

These terms and conditions apply specifically to the Hirer and the operations at the mentioned authorised location/s.

The Hirer will conduct the permitted activity in accordance with the application submitted to the City of Melville.

These Conditions of Hire are written in accordance with the Local Government Property Local Law 2010. All local laws are available for viewing on our website <https://www.melvillecity.com.au>

Hire Application

1. An Application for Hire of City of Melville venues (including property), shall be made to the City of Melville on the prescribed form.

2. The specified hire times must include 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 finishing time. During this time general waste bin must be wheeled downstairs, all equipment is to be removed from the venue, chairs and tables packed away, floor swept, and venue (including kitchen) brought back to a clean standard by the hirer. No equipment can be left on premises or next day collection.

Any equipment left behind will attract a fee of \$20 per item and will be deducted from your bond.

If extra pack up time is required, this must be included in the booking times and will be charged at the venue hire fee.

3. The City of Melville reserves the right to refuse or cancel the hire of a venue to an applicant without assigning any reason for refusal.

4. A cancellation must be received, in writing by completing our cancellation form, no less than 7 days prior to the booking date. Payment will be required outside of this timeframe. No changes to bookings within 48 hours of booking start time.

5. The full amount must be paid prior to the issuing of entry code. The bond will be refunded subject to compliance with all the conditions. If the cost of repairing damages, or cleaning exceeds the bond amount, the Hirer will be charged the additional costs.

6. This application does not constitute approval for the use of external areas of a venue/building. If external areas are required, it must be clearly indicated on the application. Separate fees may apply.

7. To satisfy and maintain an approved booking/permit, Hirers:

- I. Can only operate in the venue and at the times specified by the City of Melville in the approval.



- II. Shall comply with directions requested by City of Melville: Rangers, Community Safety and Security
 - III. Officers, Reserve Coordinators, or other authorised Council officers.
 - IV. Shall abide by all Local Laws relating to Parking 2016, unless otherwise specified in the approval.
 - V. Shall always carry the issued approval/permit whilst on site.
 - VI. Acknowledge that the approval/permit is issued to an individual without a right of assignment of the approval/permit unless approved by the City of Melville in accordance with this Condition of Hire.
 - VII. Shall pay all statutory fees in advance as required.
 - VIII. Acknowledge that the City of Melville reserves the right to conduct unannounced visits at any time.
8. The Hirer is responsible for adhering to an appropriate noise level. *** No Live Bands ***
Security may issue fines which will be deducted from your bond.
9. The Hirer may be asked to provide a special constable/security guard at their expense for the duration of the permit/approval.
10. The number of people attending the booking shall not exceed the maximum accommodation number or the number approved on the booking approval.

Conducting of Activities and Care for Venue Condition and Other Users

The Hirer:

11. Shall always conduct themselves in a proper and orderly manner and be considerate to other users and adjacent residents when conducting activities.
12. Is responsible for the conduct of all persons and any event or happening at the facility for the duration of the hiring period.
13. The Hirer acknowledges and accepts that in the event the permitted activity causes undue interference or disturbance to others the City of Melville reserves the right to:
 - I. Add, delete, or alter any conditions indorsed upon or attached to the approval
 - II. Suspend the approval
 - III. Cancel the approval or agreement for hire
14. Shall ensure that the area is maintained in a clean and tidy condition during and after use.
15. Shall ensure that the activities do not damage, mark or deface any fixture which forms part of the hired space or surrounds.
16. Shall assume responsibility for the venue and its contents during the agreed approval date and times.



17. Shall hold the appropriate liquor licence if alcohol is consumed during the booking.

Equipment

Hirers (and their Participants):

18. Shall not erect, hang, or tie equipment from venue. Shall not have any decorations hanging on walls.

19. Shall ensure that any equipment used does not create any hazards or obstruction.

20. Are responsible for removal of all equipment from the site at the conclusion of each booking. No equipment can be left on premises. Potential next day pick up between 7am – 8am at room charge, must be requested at the time of booking. This is not a guaranteed possibility due to other bookings.

21. Will not hold the City of Melville liable in the event of a breakdown of services or utilities.

Liability and Certifications

22. The City may request a copy of the Hirers Certificate of Currency as part of the application.

23. The Hirer agrees to indemnify and hold harmless the City of Melville against any loss, liability, damage, claims, or demand arising from or in connection with the booking application or/and use of the facilities.

Health and Safety

Hirers:

24. Are responsible for satisfying all occupational health and safety legislation and regulations.

25. Are responsible for providing all necessary first aid and/or rescue equipment as required for the relevant activity.

26. Are responsible for ensuring smoking does not take place in any enclosed areas, or within 5 meters of any entry way.

27. Are liable for any fees or levies required by other public authority or statutory body.

Notice of Breach

28. If the Hirer fails to comply with any of these conditions or Local Laws, the City of Melville will then notify the Hirer.

29. Any non-compliance could result in permit/approval cancellation. All amounts paid will be forfeited and the City of Melville shall not be responsible for any loss or damage incurred.

Liquor Licences within the City



If a function or event is being organised where alcohol will be available within a City of Melville facility or on a City of Melville reserve then customers will need to gain the appropriate liquor licence.

There are three types of licences to be considered.

The first two are issued by the City of Melville. The third requires an application to the Department of Local Government, Sport and Cultural Industries.

1. Consumption Liquor Licence (Issued by the City of Melville)

If a function or event is being held by a customer on a City of Melville property, then the Customer is required to apply for a Consumption Liquor Licence.

This is applicable under the following conditions:

- I. Supplying all the alcohol at no charge to guests
- II. Allowing guests consumer to BYO alcohol.

This is not applicable when:

- I. Selling alcohol
- II. Charging an entry fee that includes the alcohol
- III. Holding an exhibition where products are for sale or being displayed.

Customers events fitting the above, must apply for a Consumption Liquor Licence directly with the City of Melville.

Customers must attend the Civic Centre in person to complete the form.

This form must be completed at the latest 2 week prior to the event, in person by the person who'll be listed as the responsible person.

The responsible person listed on the Permission to Consume Liquor in a Public Place form must be present for the duration of the event.

The Responsible Officer must be over the age of 18 and produce photo identification at the time of applying for the licence.

The permit must be present at the facility during the function or event.

2. Small Function Occasional Licence (Issued by the City of Melville)

Small functions that are selling alcohol or holding exhibitions where products are for sale or being displayed can obtain a Permission to Consume Liquor in a Public Place providing the function fits the following conditions:

- I. Maximum attendance is 75 people or less with the function duration being no more than 4 hours and finishing before 10pm, with no more than 4 standard drinks per person (or 1 standard drink per hour)
- II. Maximum attendance is 100 people or less with the function duration being no more



than 2 hours and finishes before 10pm with no more than 2 standard drinks per person (or 1 standard drink per hour).

A customer's permission to consume liquor in a public place is subject to the conditions below being always adhered to.

An attendee does not include a person who is:

Managing or supervising the function.

Providing services at the function (such as serving food or liquor; security etc)
Providing entertainment at the function or assisting a person who is providing Entertainment.

The function must commence after 6am and finish by 12am on the same day.
A drunk person is not allowed to consume liquor at the function, nor is liquor to be supplied to a drunk person.

For the purposes of this exemption, a function is defined under section 3(1) of the Act as: a gathering, occasion, or event (including a sporting contest, show, exhibition, trade or other fair, or reception) at which it is proposed that liquor be sold or supplied to those present.

Where liquor is sold or supplied at a small occasional function, the premises on which the function takes place is deemed to be regulated premises under section 122 of the Act.

Offence provisions under section 122 and section 115 therefore apply to the supply of liquor to juveniles and drunk persons, the consumption and possession of liquor by juveniles and the consumption of liquor by drunk persons on these premises.

3. Occasional Liquor Licence (Issued by Department of Local Government, Sport and Cultural Industries)

An Occasional Liquor Licence is applicable to a customer's function or event if they are selling alcohol or including alcohol as part of the entry fee or where goods are being sold. To apply for an Occasional Liquor Licence customer, need to apply in writing to the City of Melville for support.

The written request must include the following information and preferably be on a letterhead:

- I. How many people will be attending (and how many children)
- II. What is the purpose of the event
- III. Will your group be making a profit from the sale of alcohol
- IV. What quantity of alcohol will be sold
- V. What food / water / soft drink will be provided
- VI. The name of the responsible person on site
- VII. Details of 'Responsible Service of Alcohol' certifications
- VIII. Date / Time of the Event
- IX. If the City supports the request a letter will be sent to the customer.,
- X. This is then sent by the customer to the Department of Local Government, Sport and
- XI. Cultural Industries.