



KENWICK FOOTBALL CLUB

Conditions of Hire

1. Applications/Bookings

- 1.1 All applications must be on the official application form.
- 1.2 All applicants must be aged 18 years or over.
- 1.3 Tentative bookings are held for fourteen (14 days). Bookings are not secure without a deposit.
- 1.4 In the event of two or more applications being received for the hire of any portion of the facility at one time and date, the Kenwick Football Club may without considering priority of application, determine to which applicant the hiring shall be granted.
- 1.5 The Kenwick Football Club reserves the right to refuse to let the facility or any portion thereof without assigning any reason for refusal.
- 1.6 The Kenwick Football Club reserves the right to cancel any bookings. 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 fully refunded.
- 1.7 Cancellation of any casual or permanent booking must be made in writing. Casual bookings require three weeks' notice and permanent bookings two weeks' notice.

2. Bonds

- 2.1 A bond is applicable for all social functions and will be refunded within three weeks of the booking.
- 2.2 The bond is held against the following:
 - Damage to the building or equipment.
 - Loss of keys.
 - Additional cleaning time other than the allocated time.
 - Breach of conditions of hire.
 - Additional Security Call Out.
 - Unauthorised additional time.
- 2.3 Bond refunds will be made via a direct deposit only, which will be refunded within fifteen (15) working days.
- 2.4 The bond can only be refunded to the person whose name appears on the receipt.
- 2.5 For any breach of the Conditions of Hire there will be a deduction of all or part thereof from the bond at the discretion of the Authorising Officer.
- 2.6 Pavilion hire bond will be forfeited in the event of any substantiated community complaints being received, in the respect of anti-social behaviour/activity attributed to the function conducted at the premises.

3. Charges

- 3.1 A deposit must be paid within fourteen (14) days of the booking being made.
- 3.2 All times booked will be paid for in full fourteen (14) days prior to the booking.
- 3.3 Costs of hire and bonds are in accordance with the current Schedule of Fees and Charges.
- 3.4 Cancellation of any booking **must be made in writing** fourteen (14) days prior to avoid any financial penalty.
- 3.5 The hirer may make application for a transfer to another date without forfeit depending on circumstances, cost and the availability of the facility.
- 3.6 Payment in full must be received by the Kenwick Football Club at least fourteen days prior to your event.
- 3.7 Methods of payment are cash, EFTPOS and credit card (Master and Visa cards only). Payments can be made over the phone by credit card.

Hourly rates	
Members, Social Members, associate members (Fully Financial)	By Negotiation
Non Member Social function	\$50.00
Junior social function (schools, Junior Sports Clubs)	\$45.00
Bond	\$500.00
Liquor permits and licences	\$120.00
Call Out fee (Min 1 Hr)	\$50.00

4. Cleaning

Hirers are responsible for cleaning of the facility during any event.

- 4.1 The Club room is to be left in a clean and tidy condition immediately after use, spills are to be mopped up as soon as possible.
- 4.2 All rubbish is to be removed from the club and placed in the large wheelie bins located in the bin room on the lower level.
- 4.3 Remove all decorations (including materials used to support, hang, or affix the decorations) from the building. (See point 7.2, 7.4, 7.5)
- 4.4. All cleaning products needed to clean the facility are to be provided by the Hirer. Failure to observe this will result in the Hirer being billed for additional cleaning.
- 4.5 The hirer must report all damage that has occurred either accidentally or maliciously to any part of the building.

5. Setup/Cleanup

5.1 Maximum hours for setup before a social function is two hours and one hour for clean-up following the function. Facilities will be available from the times booked only and early entry or extended stays are not permitted.

5.2 If extended time is used without a booking this will be deducted from the Bond or charged to the users account and may jeopardise future bookings.

6. Hirers Responsibilities

6.1 The hirer is responsible for the behaviour of all persons attending the function or activity.

- The behaviour of children will be the responsibility of the parents/guardians concerned.
- People attending functions are to remain within the area hired only. Consideration of others is appreciated.

6.2 Hirers are responsible for the insurance of their own equipment or supplies.

6.3 Hirers are responsible for any public liability in respect to their activity.

- Should an accident and/or injury occur in the hired venue as a result of the hirer's function and/or activity or general hire of the venue, the Kenwick Football Club can not be held liable under any circumstance.
- All first aid equipment is to be provided by the customer and is not included in the lease / hire of the hall. The Kenwick Football Club takes no responsibility for the hire or provision of first aid equipment or attendants.

6.4 Ensure that music is turned down after 10pm and ceases at 12 midnight (socially accepted standard). Complaints received from adjacent residents could jeopardise future applications. (See 7.8)

6.5 All occasions deemed of a high-risk nature by the Kenwick Football Club must have crowd control at their function. Evidence that crowd control will be in attendance is required before the Club will allow the function, i.e. receipts, tax invoices or a letter from the registered company (see Security and Related Activities Control Act 1996).

6.6 The hirer is required to start and finish on time. Set up and clean-up is to be included within the time booked. Failure to do so will incur additional charges. (See 2.5)

6.7 The curfew is **1.00am** and the facility must be cleaned and vacated by this time. Music and refreshments must end at the hire time designated by the hirer and the function must not exceed the curfew. Failure to do so may result in additional charges.

6.8 Any persons or organisations dealing with children **MUST** have a Working with Children Card. (See Criminal Record Checking Act 2004)

7. Restrictions

- 7.1 WA Law prohibits smoking inside any City owned community facility.
- 7.2 Confetti or other similar materials are strictly forbidden either inside or outside the building.
- 7.3 Decorations such as balloons or streamers are allowed inside rooms or halls provided they are cleaned away at the end of the function. Helium balloons are permitted provided they are anchored.
- 7.4 The driving of nails and screws etc into any part of the building fixtures and fittings is strictly forbidden.
- 7.5 No talcum powder, sawdust or resin is to be used. Containers of liquids (plants, decorations, kegs etc.) are not to be placed on floors. If floors are damaged in any way, a charge will be made for restoration.
- 7.6 Vehicles must only use the parking bays provided. No parking on grassed areas. Modified penalties apply (see City of Gosnells Parking & Parking Facilities Local Law 2005).
- 7.7 All deliveries and collection to the Hall are to be included in the agreed hire time.
- 7.8 Noise levels must comply with the Environmental Protection (Noise) Regulations 1997.
- 7.9 The hirer shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.
- 7.10 Serving of alcohol and playing of music will cease at midnight and premises must be vacated by 1am.
- 7.11 Under no circumstance can an event to be held in the Mills Park Pavilion be advertised on the Internet or social networks.

8. Kenwick Football Clubs Responsibilities

- 8.1 The Kenwick Football Club will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond its control.
- 8.2 The Kenwick Football Club will make every effort to provide the hirer with a clean and tidy facility.
- 8.3 The Kenwick Football Club is not responsible for any damage, theft or loss of items belonging to or the responsibility of the Hirer.
- 8.4 The appointed Kenwick Football Club / Security Company reserves the right to close the function at any time due to breach of terms and conditions.
- 8.5 Liquor Licences are the sole responsibility of the Kenwick Football Club.
- 8.6 Liquor Licenses are required when liquor is sold or provided under a door/cover charge.
- 8.7 Liquor Permits are required when liquor is being consumed on the premises.

9. Equipment

- 9.1 No equipment of any description is to be dragged, rolled or otherwise moved across the floor areas.

All equipment is to be carried or shifted with a trolley.
- 9.2 Tables and chairs are supplied in the building. All must be cleaned and returned in a neat and orderly manner to the storage areas at the end of the hire. The Kenwick Football Club does not supply crockery and cutlery.

10. Security, Callouts and Keys

- 10.1 Please ensure that you have made arrangements for keys to be collected from Kenwick Football Club representative. Where a call out to open a building occurs, this will result in a fee being levied to recover the costs invoiced.
- 10.2 All doors and windows must be secured when the premises are vacated. If a Club member is called out after hours to secure a building, the hirer will be billed the cost of the call out.
- 10.3 After securing and vacating the premises, arrangement for the keys to the facility to be returned are to be made with the Kenwick Football Club representative.

I hereby acknowledge having read the "Conditions of Hire" form and agree to abide by the conditions therein. I acknowledge that the costs incurred due to breakage, damages or not leaving the premises in a clean and tidy condition will be taken from my bond and any additional cost shall be rendered by me or the organisation.

Name: _____

Signature: _____

Date: _____

KFC Officer _____

**FOR ANY AFTER HOURS ENQUIRIES PLEASE CONTACT THE
KENWICK FOOTBALL CLUB ON 0438 733 355.**