



FORREST OVAL

CONDITIONS OF HIRE

Tel: 08 9641 2233
Fax: 08 9641 2202
Email: records@york.wa.gov.au
PO Box 22, York WA 6302

1. **BOOKINGS**

Hirer **MUST** advise the Council the purpose for which the Forrest Oval is being hired.

Bookings must be confirmed seven days prior to the event. The bond must be paid when a booking or a tentative booking is made.

Full hire fees **MUST BE** paid on confirmation or before the event. Any bookings not confirmed at least seven days in advance will be cancelled and bond will be forfeited.

Payments can be made by cash, cheque, EFTPOS or direct bank deposit to:
Shire of York, BSB: 633-000, Account No.: 118630623.

The bond will be refunded electronically after inspection of the premises. Please complete your banking details on the Hire Form.

Keys can be picked up on the day before the event (or on the Friday) by 4.30pm.
Keys are to be returned on the next working day.

2. **BONDS – NOT TO BE CUMULATIVE (NO GST)**

All Hirers	\$1050.00
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3. **GENERAL**

SMOKING IS PROHIBITED. The venues are a **TOTAL FIRE BAN AREA.** Naked lights are not permissible.

Hirer is responsible for **ALL** damage and for losses while the venue is booked.

All use is subject to order being maintained to the satisfaction of Police and the Council. Noise level of bands is subject to control by authorised Council staff and/or Police.

4. **CLEANING**

Hirer to be responsible for leaving all areas in same condition as found. Basic requirements as follows:

Remove all rubbish Clean up all spillages

Hirer to arrange for the removal of all excess rubbish from the premises.

Your arrangements for cleaning up after the function must be notified to the Council at the time of making the booking to avoid clashing with other users.

5. **PUBLIC LIABILITY INSURANCE**

Council has a Casual Hirers Liability Policy which indemnifies casual hires of Council owned facilities for claims from third parties for bodily injury and/or property damage arising from the activities casual hirers whilst using the Council owned facility.

This insurance does not include incorporated bodies, commercial and community events, sporting clubs or associations of any kind who must arrange their own insurance prior to the hire of the facility. These hirers must provide a copy of the Certificate of Currency (\$10 million minimum) and submit with Town Hall booking forms.

Community Groups needing insurance can contact Local Community Insurance Services 1800 853 800.

Non compliance with any of the above conditions may cause the **FORFEITURE** of deposit and may also render the responsible hirer liable for additional costs in the event of damage.

Forrest Oval is a community facility.

Please assist the community by taking care of the buildings and the facilities.

Enjoy your event.

Hire Fees 2014/15

Oval

General usage – per hour pro rata by negotiation	
General usage – per day	\$580.00
Helicopter landings – subject to approval by CEO	

Lights

All groups utilising two lights per hour	\$ 11.00
All groups utilising all lights per hour	\$ 22.00

Forrest Oval Booking Form

Please complete and return this page with your bond and hire payment.

Oval

Name _____

Residential / Business Address	Postal Address
Postcode	Postcode

Phone Contacts _____

Email _____

Preferred Method of Contact Telephone Email Post

Date of Booking _____

Function Type _____

Function Times _____

Bond \$ _____

Hire Fee \$ _____

Total Payable \$ _____

Public Liability Insurance (\$10 million minimum)

Copy provided Using Council’s Public Liability

I have read and understood the condition of hire for the oval. I understand that should the venue and associated facilities and equipment not be left in a condition satisfactory to the Shire of York I will forfeit all or part of my bond as the case may be.

Signed _____ Date _____

Details for Bond Refund: Bank _____

Branch _____

Account Name _____

BSB _____

Account Number _____

Please Note:
This section is to be destroyed once the booking is processed.