



CONDITIONS OF HIRE

INDOOR STADIUM, PAVILION, SQUASH COURT & DANCE STUDIO

This document and checklist to be retained by Hirer.

1. **BOOKINGS**

- The Hirer must advise the Shire the purpose for which the venue is being hired.
- Hirer must complete and provide a copy of their COVID 19 Safety Plan to the Shire of York with their booking form, or within 1 month of the event where bookings are made in advance. Please check the [WA Government Covid Safety Plans and Guidelines](#) Website for current legislation.
- Bookings must be confirmed, and full hire fees and bonds paid on confirmation or before the event. All bookings will be considered tentative until all fees are paid. Any bookings not confirmed at least seven days in advance will be cancelled and the bond forfeited.
- Payments can be made by cash, cheque, EFTPOS or direct bank deposit to: Shire of York, BSB: 633-000, Account No: 118630623, Reference: *Your Booking Number & Name*.
- The bond will be refunded electronically after inspection of the premises. Please complete your banking details on our New Creditors Form that will be provided to you.
- 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. **HIRE FEES**

- Please refer to the schedule of fees and charges [online](#).
- Bonds & Hire Fees will be confirmed by the Customer Service Officer at the time of placing your booking.

3. **GENERAL**

- Naked lights are not permissible. TOTAL FIRE BAN AREA. SMOKING IS PROHIBITED.
- Hirer is responsible for all damage and for losses while the venue is booked.
- Noise levels of bands to be subject to control by authorised Shire staff and/or Police.
- All use subject to order being maintained to satisfaction of Police and Shire.

4. **EMERGENCY PROCEDURES**

Upon hire of this facility, please familiarise yourself and those with you on the following:

- Emergency Exits.
- Emergency Evacuation Plans / Diagrams (located on the walls).
- Location of First Aid Kit / Defibrillator.
- Fire Extinguishers.

In an Emergency – Please dial 000

Last updated 22/07/2021

5. CANCELLATIONS

- 1 month prior to the event – No Charge
- 2-4 weeks prior to the event – 50%
- Less than 2 weeks – 75%
- Less than one week – No Refund

6. PUBLIC LIABILITY INSURANCE

The Shire has a Casual Hirers Public Liability Insurance which indemnifies the Shire for claims from third parties for bodily injury and /or property damage arising from the activities of casual hirers whilst using the Shire 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 1300 853 800.

7. CLEANING

- The Hirer is to be responsible for all areas to be swept clean and chairs etc. returned to normal area upon conclusion. (Venue to be left in same condition as found). Basic requirements as follows:
 - Mop and sweep floor.
 - Clean all dirty chairs and tables.
 - Stack all chairs and tables.
 - Remove all rubbish.
 - Clean up all spillages.
- The 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 Shire at the time of making the booking to avoid clashing with other users.

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.

The York Recreation & Convention Centre is a community facility.
Please assist the community by taking care of the buildings and the
facilities.
Enjoy your event.

