

Gowrie Cloverdale

BOOKING GUIDELINES

Thank you for your interest in hiring space at Gowrie Cloverdale.

To ensure smooth and efficient running of the centre, and to assist you in ascertaining if Gowrie Cloverdale meets your needs, we have developed booking guidelines that all hirers must adhere to.

At the end of this document, the hirer will be required to confirm they have read and understood the guidelines. You may wish to take a copy of this document and acknowledgement once it has been completed.

Failure to acknowledge and accept abidance to the guidelines may result in your booking being rejected or ceased.

If you have any questions, please do not hesitate to contact a Gowrie team member. We look forward to assisting you with your enquiry and/or booking.

Bookings

Bookings can be made on the Booking Form that is part of this document, and will be confirmed only upon completion of this form. The activities must be appropriate to the purpose of the Gowrie Cloverdale centre. If the proposed activity or booking does not meet the requirements, Gowrie reserves the right to not accept the booking form.

Payment and cancellation

- **Payment:** All fees must be paid within seven days of invoice
- **Bond:** A bond payment is required in addition to hire rates, and is to be paid in advance of your booking to cover damages, additional cleaning, key loss, security call out fees etc., in relation to the period of hire
- **Term, block, or long-term bookings:** These bookings will be invoiced monthly in advance
- **Cancellation:** Two weeks' notice must be given for any cancellations. Should the hirer cancel without notice, any amount paid by the hirer shall be forfeited. At the discretion of Gowrie, refund of monies to the hirer may be authorised in certain instances.

Please note we operate a cashless system and therefore any payments for bonds and/or hire fees are to be paid by electronic funds transfer (EFT). Bonds will be returned by the same method within ten working days after keys are returned via the bank account details provided in the booking form.

Conduct

The behaviour of all persons within the Gowrie Cloverdale centre and its surrounds is the responsibility of the hirer or the person delegated by the hirer to be in charge. All hirers shall show respect and common courtesy to other groups using the centre and to persons in nearby spaces. The hirer shall ensure that any person in or about the centre shall not:

- Cause a nuisance or annoyance to other user groups in the centre or persons in nearby premises by excessive noise levels or undesirable activities
- Be in an intoxicated state

- Smoke inside the building, in the outdoor areas or within 5 metres of the building and perimeter fencing
- Take illegal substances into the centre
- Deface or damage the building, or any equipment belonging to the centre

Alcohol / gambling

No alcohol is to be consumed on the premises, nor shall any gambling activities be undertaken.

Equipment and materials

Any equipment or materials taken in to the centre by the hirer must be covered by the hirer's insurance. Gowrie will not be responsible for any accidents or damage that occurs from equipment not owned by the centre. Gowrie WA accepts no responsibility for lost or damaged equipment and materials.

Hirers must supply their own consumables such as tea, coffee, milk and biscuits.

Please note, helium balloons must be weighted. Balloons that are left at the centre or released inside will trigger the alarm system resulting in the call out fee and other associated costs being charged to the hirer.

Use of building / equipment / furnishings

It is the responsibility of the hirer to ensure that all equipment is used appropriately by:

- Checking equipment before and after use
- Reporting faults or damages to a Gowrie representative by email, as soon as possible
- Using all equipment in the manner it is intended

Please note that damage to property or equipment will be fixed or replaced and the cost will be covered by the hirer.

Gowrie accepts no responsibility for injury or accident.

Cleaning

The hirer will leave the building in a clean and tidy condition at the conclusion of each session. This includes:

- Taking **all** rubbish, including from bins located inside, to the green bins situated in the back outdoor area
- Sweeping or vacuuming floors and mopping up any spills
- Wiping down tables and bench tops
- Clearing out and wiping the fridge, microwave and stove, if used during the booking
- Washing and putting away dishes
- Turning off and emptying the urn
- Stacking tables and chairs in the designated area
- All decorations and party supplies must be removed. Please note that hirers are not permitted to place things on walls.

Please ensure the centre is left clean and tidy and that all furniture has been returned to its original place. Information signs are on display that include set up and pack away guidelines.

The Gowrie Cloverdale Centre handbook is kept in the kitchen. The handbook is accessible to all users at all times. This handbook includes set up and pack away procedures and any applicable information on the Centre.

Security

It is the responsibility of the hirer to ensure that the centre is secured at the end of each session. Hirers must follow the lockup procedure discussed when you collect your key and security swipe at the commencement of your booking. There may be times when you are not issued with a key or swipe, such as when the building is occupied at the time of booking by Gowrie staff. The lockup procedure includes:

- Locking windows, doors and closing all blinds
- Turning off the air-conditioner / heating, lights and electrical appliances
- Resetting the security alarm (if applicable)

Failure to correctly set the alarm will result in the call out fee and other associated costs being charged to you the hirer (if an alarm code has been issued)

The hirer must never pass the key or security swipe (or security code if applicable) to others without prior authorisation from The Gowrie WA.

Emergency evacuation

In the event of an emergency, the hirer must follow the guidelines set out in the emergency evacuation procedure issued by Gowrie. The emergency evacuation procedure is also displayed in the foyer and in all relevant rooms.

Hirers must never

- Remove or replace any electrical fittings, equipment or fixtures in or around the building
- Drill or hammer screws, hooks or nails into any part of the building, equipment or furnishings
- Use blu-tac or sticky tape on any part of the building, equipment or furnishings
- Move indoor furniture outside
- Remove any items from the centre

Any hirer who contravenes the above guidelines will have the matter brought before the management of Gowrie. This could result in either a non-refundable bond or police action. Gowrie reserves the right to deny further use of the centre.

Feedback

If you wish to provide feedback or raise a concern, please email Gowrie via communityservices@gowrie-wa.com.au

Statistics

From time to time Gowrie may request statistical information to assist with funding and operational reports. It is a condition of hire that hirers will assist Gowrie to obtain necessary statistics as required. This may include, but is not limited to, number of participants, gender of participants, age range of participants, ethnicity of participants and skills or needs sought or met.

PLEASE NOTE

The Gowrie WA reserves the right to refuse to hire the premises to an applicant for hire without assigning any reason for such refusal. The management may at any time cancel a hire agreement. Such action would only be taken in the event of extreme necessity.

Gowrie WA does not cater for adult birthday parties.



Gowrie Cloverdale

BOOKING FORM

Applicant contact details		
Title:	Surname:	Given names:
Organisation name (if applicable):		
Postal address:		
		Postcode:
Mobile phone number:	Work phone number:	
Email address:		

Purpose of hire
Please describe a brief description of the proposed booking

Please tick the space required against your type of organisation					
<i>Outdoor areas are included with the booking on a shared basis</i>					
	Community organisation <i>(including birthday parties)</i>	Commercial/ Government	Individual User or Student <i>(Please specify)</i>	Playgroup	Other
Training Room 1 or 2 <i>(Please specify)</i>					
Training Room 1 and 2					
Meeting Room 1 or 2 <i>(Please specify)</i>					
Office 1 or 2 <i>(Please specify)</i>					

Office 3					
Office 4					
Desk Space <i>(If more than one desk is wanted, please specify)</i>					
Desk Space and Creche					
Bond					

REGULAR BOOKINGS ONLY (i.e. more than four sessions)					
Please tick frequency required: Daily Weekly Fortnightly Monthly Other If other, please specify: Is your booking during school terms only? YES / NO					
Start date:			End date:		
Please list all days and times required:	Day of the week	Begin set up	Event start time	Event finish time	End pack up
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
Please list dates NOT required throughout the year which would normally fall on your booking date: 					
Will you require additional hire days throughout the year for other purposes? YES / NO <i>Requests for additional hire dates must be approved by Gowrie and fees will be charged according.</i>					



CASUAL BOOKINGS ONLY**(i.e. one – four sessions)***Please list all days and times required*

Date(s)	Begin set up	Event start time	Event finish time	End pack up
1.				
2.				
3.				
4.				

Additional information – please answer all questions

Does your group have a valid Public Liability Insurance?	YES	NO
Will your activity involve any interactions with minors? <i>Not applicable for private social functions</i> It is your group's responsibility to ensure that persons working with children comply with the Working with Children (Criminal Record Checking) Act 2004 if applicable.	YES	NO
Will you have any form of amplified music at the event? All applicants must ensure all noise / music levels do not exceed the assigned levels in the Environment Protection (Noise) Regulations 1997 at any time. All music must be significantly reduced at 10pm and turned off by 12 midnight.	YES	NO

Please provide the following statistical information, which may be used for funding and operational reports.**A. ADULTS ONLY**

Total number of adult participants involved in your group		Male		Female	
Ethnicity numbers of adult participants	Culturally & Linguistically Diverse (i.e. English as a second Language)		Aboriginal or Torres Strait Islander		
	Other				
Age of adult participants	Under 20 Years		20- 29 Years		30- 39 Years
	40- 49 Years		50- 59 Years		60 Years and Over

B. CHILDREN ONLY

Number of Children attending (grouped in age ranges)	0- 5 Years Old		6-12 Years Old		13 Years or Older
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Bank account details		
<i>Bonds will be returned electronically, only.</i>		
<i>Please provide your bank account details below for bond return only.</i>		
Name of bank / financial institution:	Address of bank / financial institution:	Type of account (e.g. cheque / savings):
Account Name (e.g. Mr AN Other):	BSB Number:	Account Number:
<i>Any keys or security swipe cards must be returned to Gowrie Cloverdale and handed to a Gowrie employee before the bond will be returned.</i>		
<i>Keys must be handed in within four days post booking.</i>		

Declaration of responsibility acceptance
<p>I hereby declare that I am authorised to make this booking. I further declare that I have read and fully understood the Gowrie Cloverdale booking guidelines and agree to abide by these conditions and accept all associated requirements and responsibilities of these conditions. I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of bonds and potential prosecution. I acknowledge that I have completed and returned all attached application forms relevant to my booking.</p> <p>Print name: _____ Signature: _____</p> <p>Date: _____</p>

Please return completed booking form to:
Gowrie WA
275 Abernethy Road, Cloverdale,
Or email communityservices@gowriew-wa.com.au

OFFICE USE ONLY:					
Booking request confirmed	Y / N	Invoice sent for hire charges	Y / N	Refundable bond invoiced	Y / N \$___
Security code and instructions issued	Y / N	Key/swipe issued	Y / N	Key/swipe returned	Y / N
Signature (on behalf of Gowrie)		Print name		Date	