



Leeming Family and Community Centre BOOKING GUIDELINES

Thank you for your interest in hiring space at The Gowrie WA Leeming Family and Community Centre.

To ensure smooth and efficient running of the centre, 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. A copy of this document and acknowledgement will be given to the hirer. 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 WA staff member.

We look forward to assisting you with your enquiry and/or booking.

Bookings

Bookings can be made on the Booking Form below and will be confirmed only on completion of this form. **The activities must be appropriate to the purpose of the Leeming Family and Community Centre and align with Gowrie WA's vision of 'Providing healthy and nurturing learning environments for our children, families and community'.**

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, excessive cleaning, key loss, security call out fees etc., during 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 WA, 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.

Conduct

The behaviour of all persons within the Leeming Family and Community Centre and its surrounds is the responsibility of the hirer. All hirers shall show respect and common courtesy to other groups using the centre and to persons in nearby premises.

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 playground 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 WA 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.

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
- Checking the outdoor play areas, particularly the sandpit prior to and after use for any objects that may inflict an injury or harm children or centre users
- Reporting faults or damages to the Gowrie WA Centre Coordinator by email as soon as possible.

Damage to property or equipment will be fixed or replaced and the cost will be covered by the hirer.

Cleaning

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

This includes:

- Taking *all* rubbish home with you. Do not leave rubbish bags by the bins or in the car park
- Sweeping or vacuuming floors and mopping up any spills
- Wiping down tables and bench tops
- Clearing out and wiping the fridge, microwave and stove
- Washing and putting away dishes
- Emptying urn
- Stacking tables and chairs in the designated area. Gowrie WA Centre Coordinator will show the hirer the designated areas

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 code at the commencement of your booking. This includes:

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

Failure to correctly set the alarm will result in the call out fee and other associated costs being charged to you the hirer.

The hirer must never pass the key or security code 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 WA at the commencement of the hire period. 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 blue tack 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 WA. This could result in either a non-refundable bond or police action. The management reserves the right to deny further use of the centre.

Feedback

If you wish to provide feedback or raise a concern about Gowrie WA staff or the centre, please contact Gowrie WA on 9312 8200.

Statistics

From time to time Gowrie WA may request statistical information to assist with funding and operational reports. It is a condition of hire that hirers will assist The Gowrie WA 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.



Leeming Family and Community Centre

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>Kitchen facilities and garden are included with the booking on a shared basis</i>					
	Community organisation	Commercial business	Government department	Playgroup	Other
Activity room 1					
Activity room 2					
Activity rooms 1 and 2					
Activity room 1 and Meeting room					

Activity room 2 and Meeting room					
Activity rooms 1 and 2 & Meeting room					
Activity room 1, Meeting room and Kitchen					
Activity room 2, Meeting room and Kitchen					
Activity rooms 1 and 2, Meeting room & Kitchen					
Meeting room and Kitchen					
Meeting room only					
Kitchen only					
Bond					

Regular bookings only (i.e. more than four sessions)					
Please tick frequency required: Daily Weekly Fortnightly Monthly					
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 general meetings, AGM, stocktake, open days, fee collection sessions etc.? YES / NO					
<i>Requests for additional hire dates must be approved by Gowrie WA and fees will be charged according.</i>					

Casual bookings only (i.e. one – four sessions)				
<i>Please list all days and times required</i>				
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	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

Bank account details

Bonds will be returned electronically only, please provide your bank account details below

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>Keys must be returned to the Leeming Family and Community Centre and handed to a Gowrie WA employee on cessation of booking, before bond will be returned.</i>		

Declaration of responsibility acceptance

I hereby declare that I am authorised to make this booking. I further declare that I have read and fully understood the Leeming Family and Community Centre booking guidelines and agree to abide by these conditions and accept all associated requirements 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.

Print name: _____ Signature: _____

Date: _____

Please return completed booking form to:
Gowrie WA
Cnr Aulberry Parade & Farrington Street, Leeming 6149
Or fax 08 9313 1827
Or email leeming@gowrie-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 issued	Y / N	Key returned	Y / N
Signature (on behalf of Gowrie WA)	Print name		Date		