



**WEIPA TOWN AUTHORITY**

**EQUIPMENT HIRE APPLICATION FORM**

**APPLICANT DETAILS**

**Date of Application:** \_\_\_\_\_ (Bookings to be made at least 7 days in Advance)

**Organisation Name:** \_\_\_\_\_

**ABN (if applicable):** \_\_\_\_\_ **Not for Profit Organisation?** Yes  No

**Contact Person:** \_\_\_\_\_ (Person responsible for this booking)

**Postal Address:** \_\_\_\_\_

**Telephone:** Wk.: \_\_\_\_\_ Mob: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Drivers licence No.** \_\_\_\_\_

PLEASE ENSURE ALL DETAILS ARE COMPLETED

**PLEASE CIRCLE:** PROJECTOR HIRE                      BIG SCREEN HIRE                      OTHER HIRE:

**Date required:** \_\_\_\_\_ **Time required:** \_\_\_\_\_

**Venue address:** \_\_\_\_\_

**\$50 CASH DEPOSIT IS REQUIRED AT THE TIME OF HIRE**

**TERMS AND CONDITIONS:**

1. This is an application only.
2. Confirmation of booking will be provided in writing to the applicant.
3. Fees are as per the current Weipa Town Authority Fee Schedule.
4. Casual hire is to be paid in advance.
5. Any additional cleaning cost required after a booking will be on charged to the applicant.

I confirm I am authorised to sign this application form and that the information provided above is correct. I have read the Conditions of Hire and understand that by signing below I am agreeing to abide by the Conditions of Hire:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

| <b>OFFICE USE ONLY</b>                |                               |
|---------------------------------------|-------------------------------|
| Booking taken by: _____               | Booking approved by: _____    |
| Deposit: _____                        | Receipt Deposit Number: _____ |
| Booking Confirmation Date Sent: _____ | Sent by: _____                |
| Invoice Raised by: _____              | Invoice No: _____             |
| Date Invoice Raised: _____            | Payment Received: _____       |
| Added to Schedule: _____              |                               |
| Request sent                          | Confirmed                     |



## WEIPA TOWN AUTHORITY VENUE/FACILITIES STANDARD CONDITIONS OF HIRE

Weipa Town Authority grants the hire of facilities and reserves subject to the following conditions:

### 1. BOOKING APPLICATION

- All applicants must be aged 18 years or over. In the case of high risk bookings such as 18<sup>th</sup> birthdays, the applicant must be a parent or guardian.
- All applications must be made in writing on the official application form. All information on the application form must be true and correct.
- Submission of the application form does not guarantee that the booking will be approved.
- A signed application is conclusive evidence that the Hirer accepts the Conditions of Hire.
- Regular bookings are available for up to twelve months at a time from January to December of each calendar year.
- WTA reserves the right to accept or refuse any applications.

### 2. CONFIRMATION OF BOOKING

- Approval to use a WTA facility or reserve applies only to the times and dates outlined on the booking confirmation.
- The Hirer will be responsible for ensuring use of the facility or reserve complies with the approved purpose and all other conditions of hire.
- Any Hirer granted approval to use a facility or reserve is at no time permitted to sub-lease or make it available for hire to any other individual or group.
- Unauthorised use or entry to a facility at any time without written consent may result in cancellation of the booking, forfeiture of any payments made and legal implications.

### 3. FEES

- Hire fees shall be in accordance with the WTA Schedule of Fees and Charges.
- Any costs, fees and expenses incurred by the WTA for non-payment of Hire Fees by the hirer including but not limited to administrative costs, debt collection agency fees, and legal costs and expenses will be met by the Hirer.
- Casual (**Singular Hire**) fees must be paid prior to the booking by **Cash, EFTPOS or Credit Card Only**.
- Regular (**Regular Hire**) fees will be invoiced monthly unless a frequency is otherwise determined by negotiation between the **Weipa Town Authority** and the Hirer, and **paid by Cash, EFTPOS, Credit Card or EFT – Payments must be made with 14 days of Invoice date otherwise forward bookings will be cancelled.**

### 4. USAGE TIMES

- All times booked must be paid for. Set up and pack away time must be included in the booking.
- Under no circumstances is any function to extend beyond 12 midnight.
- Premises must be vacated and no loitering is permitted after the approved booking times.

### 5. CANCELLATION OR CHANGES TO BOOKINGS

- **Any cancellation of a confirmed booking must be submitted in writing directly to Weipa Town Authority within 48 Hours or charges will still be applied.**
- All Hirers may change a booking by written notice directly to the **Weipa Town Authority** up to 7 DAYS prior to the date of intended use.
- WTA reserves the right to cancel any booking by written notice before the first date of intended use if:
  - WTA becomes aware that any event, goods or services proposed to be held or provided by the hire is/are objectionable, dangerous, infringes copyright and or other intellectual property rights;
  - The venue is required for WTA functions or Municipal, State or Federal elections;
  - The Hire fees and or Bond have not been paid;
  - Repairs alterations or additions to the venue are underway.
- WTA reserves the right to suspend or cancel any booking without notice in the event of an emergency, or health and safety issues arise or if the booking poses a risk to the WTA or ratepayers.
- Should WTA cancel the booking without fault of the Hirer the WTA will refund any amounts paid.
- The WTA will not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the booking under this clause.

### 6. BOND

- Bond amounts in accordance with the WTA Schedule of Fees and Charges may be applicable to bookings.
- Failure to pay the bond stipulated in the booking confirmation will render any booking or agreement void.
- Bonds are held against the following:
  - Damage to building, reserve, or equipment.
  - Loss of Keys.
  - Additional access to venue other than approved times.
  - Any breach of Conditions of Hire.

### 7. KEYS

- All Keys require a deposit and are issued in accordance with the WTA Security Key Procedures.
- Keys are to be collected from the **Weipa Town Authority** during business hours **8.00am – 4.30pm** on the day of or the working day prior to the commencement of the booking.
- The person signing for the key shall remain responsible for the key until the key is returned at the conclusion of the booking.
- Keys are to be returned as per above on the day of or the first working day after the conclusion of the booking.
- Regular hirers will retain their key for the duration of their booking, however **during School Holidays key must be returned to the Weipa Town Authority and reissued with recommencement of new school term.**

#### 8. CLEANING & DAMAGE

- It is the responsibility of the Hirer to leave the premises in a clean and tidy state. At the conclusion of the booking the Hirer should ensure;
  - All food scraps, rubbish, decorations are to be removed and placed in **Wheelie Bins situated outside Facilities.**
  - All equipment is removed from the Facility.
  - All supplied chairs and tables are **to be** wiped clean and returned to their **original** storage position.
  - Floors are not left in a dirty or sticky condition. Small spills should be spot mopped.
  - In the case of the Storm Surge Shelter, all poles and nets are returned to the correct storage position.
- Cleaning must be completed within the time specified on the booking confirmation.
- **Any cleaning product brought in by users, are to be removed by the users at the end of each session.**
- Turn off all lights, fans and air conditioners.
- Ensure that all windows and doors and gates are closed and locked.
- The Hirer is financially responsible for any damage to WTA property as a result of the Hirers booking.
- Repairs are to be carried out only by the WTA and/or its approved contractors.
- The Hirer must report any maintenance and or damage issue to the **Weipa Town Authority on 4030 9400** as soon as practicable.

#### 9. SAFETY

- The Hirer is responsible for the safety of their guests at all times. In the event of an emergency, the hirer must account for all of their guests.
- The Hirer is responsible for ensuring adequate first aid is available.
- The maximum capacity of the facility must not be exceeded.
- The Hirer must take reasonable precautions to prevent unintended guests from attending the function or activity.
- Chairs hired are to be used for the sole purpose of seating only. Any damage resulting in use from other than seating may require the hirer to repair or replace damaged chairs.
- **Under no circumstances are flammable materials or hazardous substances to or used at any facility**
- **All incidents must be reported directly to the Weipa Town Authority on 4030 9400 as soon as possible.**

#### 10. INSURANCE

- The Hirer is responsible for ensuring all relevant insurances required for the booking are obtained.
- All regular hirers must provide a Certificate of Currency to demonstrate they hold Public Liability Insurance to the value of \$10,000 000.

#### 11. ADDITIONAL RESTRICTIONS

- It is the Hirers responsibility to abide by all relevant Acts and Legislation relevant to their booking.
- The Hirer is responsible for ensuring all relevant liquor licences and gaming permits required for the booking are obtained.
- Noise levels must be controlled at all times to comply with the Environmental Protection Act 1994. Noise should not be heard outside the venue or facility after 10.00pm.
- Smoking is not permitted inside or within 5 metres of any entrance of any WTA facility.
- Parking must be in designated areas only. Vehicles are not permitted on reserves without the written authorisation from the WTA.
- All line markings on reserves are the responsibility of the hirer. Only water based line marking paints are to be used.
- No signage is to be erected in any facility or on any reserve without prior approval from the WTA.
- No tents or marquees are to be erected at the venue/facility without prior approval from the WTA.
- WTA facilities are unmanned venues and do not provide telephones for external communication. All Hirers must organise their telecommunication facilities
- The Hirer is responsible for ensuring any electrical equipment used within the facility is in safe working order. Power points and power boards must not be overloaded.
- No belongings are to be stored at a WTA venue or facility without prior written approval from the WTA.