



THE WETLANDS CENTRE COCKBURN VENUE HIRE TERMS & CONDITIONS

Please read through these terms and conditions carefully before booking:

Submission of this form does not, in any way, guarantee your booking. The Wetlands Centre has the right to determine whether the type of event is in the best interest of the Centre and the surrounding conservation reserves. Any information regarding the availability or cost of Venue hire given prior to the assessment of any application is an indication only and is not an assurance of approval.

ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE. Please refer to Terms and Conditions of hire for further information.

Conditions of Hire – Applicable to Cockburn Wetlands Education Centre

1. Applications/Bookings

- 1.1 All applications must be on the official application form.
- 1.2 Applicants must be 18 years or over and able to produce a valid WA driver's license, passport or proof of age card.
- 1.3 All bookings are to be confirmed in writing a minimum of 3 weeks prior to the booking date and up to 12 months in advance.
- 1.4 Cockburn Wetlands Education Centre Inc reserves the right to cancel any booking for Centre business or due to unforeseen circumstances, as per Local Laws part VII, Division 2, 7.6 (e).
- 1.5 All hire will be a minimum of one (1) hour with 30min increments allowed thereafter.

2. Charges

- 2.1 All times booked will be paid for including setting up and cleaning up of facility.
- 2.2 Costs of hire and bonds are in accordance with the current Fees and Charges Schedule.
- 2.3 Cancellations made less than two weeks before the hire date will forfeit the full hire charge.
- 2.4 The hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility.

3. Regular Users

- 3.1 Regular users will make payment of hire charge on a monthly basis. Payment will be due within seven (7) days of invoice sent.
- 3.2 Regular users must submit a separate application for one-off events including a bond.
- 3.3 Regular users must allow set up and pack up times within the allocated booking times.
- 3.4 It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.
- 3.5 All changes to bookings must be completed on a Change of Booking Form at least three (3) working days prior to the current/intended

4. Bonds

- 4.1 A bond as per the Fees and Charges Schedule will be applicable to all bookings.
- 4.2 The bond will be held against the following;
 - 4.2.1 Damage to the building or equipment.
 - 4.2.2 Breach of the Conditions of Hire.
 - 4.2.3 Any false or misleading information is given regarding the nature of the booking.
- 4.3 The hirer will be liable for costs for damage etc. in excess of the bond deposit.
- 4.4 Hire fees and bonds being paid by cheque must be received by the Cockburn Wetlands Education Centre Inc 14 days prior to the hire date. Cheques will not be accepted after this time.
- 4.5 Bond refunds will be made by cheque or direct debit. A cheque will be refunded within one month of the booking date.
- 4.6 For any breach of the Conditions of Hire there will be a deduction of all or part thereof from the bond paid at the discretion of the authorising officer.
- 4.7 Failure to arm the security system on completion of a function/booking may incur a deduction of bond.
- 4.8 Call outs for CoSafe Security Patrols caused by the hirer or resident complaints will incur a fee to the hirer.
- 4.9 Any administration costs incurred by the Centre addressing anti-social behaviour at functions or during general hire will incur a fee.
- 4.10 In the event floors require a "strip and seal" as a result of your hire, the hirer is to pay 70% of the full repair cost.
- 4.11 Hall hire bond will be forfeited in the event of any substantiated community complaints being received, in respect of anti-social behaviour/activity attributed to patrons of the function conducted at the premises.

5. Restrictions

- 5.1 Kegs of any type must not be placed in the Halls/Rooms. They must be stored in the kitchen or kiosk along with any other refreshments.
- 5.2 Alcohol is not to be stored on-site within the community facilities at any point in time. All excess alcohol must be removed from the facility at the completion of each hire.
- 5.3 Confetti or any similar materials are not permitted either inside or outside the facility.
- 5.4 Decorations such as balloons or streamers are permitted provided they are cleaned away at the end of the function including the tape/string.

Cockburn Wetlands Education Centre Inc

184 Hope Road Bibra Lake WA 6163 ABN 48 996 459 438

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- 5.5 Helium balloons are permitted provided they are anchored. If balloons are left in the venues a fee will be charged for the removal. There will be a charge for any balloons activating the alarms due to them deflating.
- 5.6 Smoke machines will not be permitted.
- 5.7 Live Bands will not be permitted.
- 5.8 Vehicles must only use the parking bays provided. No parking on grassed areas.
- 5.9 All deliveries and collections to the hall are to be included in the agreed time.
- 5.10 It is imperative that the hirer must not enter the facility before or after times booked and paid for.
- 5.11 Noise levels must comply with the Environmental Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Cockburn Environmental Services. Please contact 9411 3444 for further information
- 5.12 No buck and hen parties, exotic dancers, nudity or entertainment alike permitted in venues.
- 5.13 Function set up and clean up time is to be included with the time booked and paid for

Conditions of Hire – Applicable to The Wetlands Centre Cockburn

6. Cockburn Wetlands Education Centre Inc Responsibilities

- 6.1 The Wetlands Centre Inc will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control.
- 6.2 The Wetlands Centre Inc will make every effort to provide the hirer with a clean and tidy facility.
- 6.3 The Wetlands Centre Inc is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.

7. Hirers Responsibilities

- 7.1 Liquor Licenses are the sole responsibility of the hirer, subsequent to permission being granted by the Cockburn Wetlands Education Centre Inc for liquor to be consumed on the premises, according to the Liquor Licensing Act 1988 Section 119 (1).
- 7.2 Liquor Licenses are required when liquor is sold or provided under a door/cover charge.
- 7.3 Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises.
- 7.4 The hirer is responsible for the behaviour of all persons attending the function or activity.
- 7.5 Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 7.6 Hirers are responsible for any public liability in respect to their activity. The Cockburn Wetlands Education Centre Inc's public liability will only cover injury; loss or damage as a result of any proven neglect or default of the Centre.
- 7.7 Should any accident and/or injury occur in the hired venue as a result of the hirers function and/or activity or general hire of the venue, the Cockburn Wetlands Education Centre Inc cannot be held liable under any circumstance.
- 7.8 Keep outside doors and windows closed where possible and ensure they are locked at the conclusion of your function.
- 7.9 Ensure that music is turned down at 10pm and turned off by 12 midnight (socially accepted standard).
- 7.10 It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.
- 7.11 Social functions such as birthday parties and weddings are not permitted at the Centre.

8. Cleaning

- 8.1 At the conclusion of the function/session the hirer shall:
 - 8.1.1 Leave the entire building in a clean and tidy condition.
 - 8.1.2 All external surrounding areas, car parks, verges and park lands to be left clean and tidy.
 - 8.1.3 Make sure all fans/air conditioning/heating and lighting is switched off.
 - 8.1.4 Sweep all floors that were used.
 - 8.1.5 Spot mop any spillage.
 - 8.1.6 Wipe and stack tables and chairs then return to designated storage areas.
 - 8.1.7 Place all rubbish in bins.
- 8.2 It is the responsibility of the hirer to remove all excess rubbish from the premises.
- 8.3 All unused food, drinks & ice from freezer must be removed from the premises unless otherwise arranged with Bookings Officer.

9. Keys/Security

- 9.1 All keys/cards are to be allocated by the bookings officer. Keys/cards are available 8.30am – 4.30pm Monday – Friday.
- 9.2 Keys/cards are to be returned prior to 4.30pm the next working day.
- 9.3 Regular users may apply to hold their own key/card and be used with a security code. A bond will apply.

10. Disputes

Any disputes concerning bond refunds or complaints must be made in writing and marked:

Attention: Board of Management
Cockburn Wetlands Education Centre Inc
184 Hope Road
BIBRA LAKE WA 6163

For further information or enquiries, please contact:

Email: danielle@cockburnwetlands.org.au Ph: (08) 9417 8460
Cockburn Wetlands Education Centre Inc 184 Hope Road, Bibra Lake WA 6163

General Information Sheet

Thank you for your enquiry regarding a booking with the Cockburn Wetlands Education Centre Inc. This information is a quick guide to help with some popular questions.

About the Centre

The Cockburn Wetlands Education Centre building is owned by the City of Cockburn but is managed by the not-for-profit organisation Cockburn Wetlands Education Centre Inc. The Centre is located in an A-class conservation reserve and bookings must be in keeping with the conservation status of the surrounding reserve. Picking of wildflowers, removal of wildlife, firewood, and the lighting of fires is not permitted.

Parties

The Centre is not available for social events such as birthdays, parties and weddings.

Booking times

When organising your event please remember to include your set up and pack up time in your room or garden hire time. All deliveries and collections to the hall are to be included in this time.

Decorations

Decorations such as balloons or streamers are permitted provided they are cleaned away at the end of the function.

Helium balloons are permitted provided they are anchored. Please ensure they are removed at the end of your hire, as to not activate the alarms.

Confetti or any similar materials are not permitted either inside or outside the facility.

Please feel free to use any free standing decorations. You may tape decorations to the windows, just be mindful to remove them at the end of your hire. Please do not tape or blu-tac decorations to any painted walls or ceilings, as they cause damage to the interior of the building.

Amusements

Mechanical amusements are not permitted inside the hall eg. bucking bull, bouncy castles.

Music

Live bands, jukebox or any other type of music require Centre's permission.

Cooking

The Centre facilities come with a domestic fridge/freezer, additional fridge, domestic size oven, microwave, two foodwarmers and urns. Tables and chairs are also included in the hire. A fixed electric barbeque is available in the gardens. Portable outdoor appliances such as gas heaters, barbecues and gas bottles are not allowed within any of the facilities.

Cleaning

At the end of your booking time please remember to remove all items from fridge and freezer and disposed of them. All floors to be swept cleaned, and all tables to be wiped down and placed in store room. All excess rubbish to be removed from the facilities.

Failure to arm the security system on completion of a function/booking may incur an \$80.00 fee from CoSafe. If you have any further queries please do not hesitate in contacting us on 9417 8460