

# SHIRE OF WICKEPIN

## Community Centre Conditions of Use



### **BOOKINGS**

Bookings are to be made via the Shire Administration Office for all events. A Venue Hire Application Form can also be found at [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au). In the event of a cancellation, please contact the Council office as soon as possible.

### **BONDS**

Bonds for the hire of the Wickepin Community centre will be charged as follows; Community Groups-\$0.00; Corporate or Business Booking-\$200.00; Private Function-\$500.00 and must be paid prior to the function. A key Bond of \$50.00 is required at the time of collecting keys from the Shire Administration Office. Key Bonds will be forfeited if the hirer fails to secure the building correctly upon leaving.

### **CLEANING**

The Community Centre and immediate surrounds should be left in a clean and tidy condition after use, including removal of all decorations. Please ensure floors are swept and rubbish is placed in the large outside bins. If appliances are used (i.e. fridges, oven) they must be left in a clean condition. Cleaning equipment can be found in the cleaners storeroom in the gents toilet hallway.

### **EQUIPMENT**

#### Crockery, Cutlery, Glasses

The Community Centre is equipped with kitchenware and bakeware. Please ensure all items used are cleaned and replaced. Any electrical equipment used in the kitchen should be cleaned and stored correctly. Please ensure ovens are turned off before leaving the building.

#### Tables and Chairs

Tables and chairs are supplied as part of the hire fee and are found in the furniture storeroom. Please ensure they are returned to this storage area. Chairs are to be stacked in piles no higher than 10, tables are to be folded and stored in upright position.

### **DAMAGE**

The hirer should inform the Shire if there is any damage noticed prior to your event. If any damage occurs during your event, bonds will be forfeited to the value of damage repair costs.

### **DECORATIONS**

Driving screws and nails etc into any part of the building fixtures is strictly prohibited. All decorations must be removed immediately after the function. No decorations are to be fixed to heating or air conditioning appliances.

### **FIRST AID**

It should be noted that Council does not provide First Aid assistant or supplies within the facility. It is the hirers responsibility to ensure adequate supplies are available at the event.

### **BAR FACILITIES**

#### Alcohol

If you are consuming alcohol at your event, the Venue Hire application form has to be lodged to the Shire of Wickepin 3 weeks prior to allow time for the Chief Executive Officer to approve it.

If you are selling alcohol, a liquor licence needs to be obtained from the Clerk of Courts, and presented to the Shire Administration Office prior to the event.

### **NOISE**

The Wickepin Community Centre is located in a residential area. Please ensure loud music is kept to a minimum at a reasonable hour. The hirer is responsible to ensure all patrons leave the venue and its surrounds immediately after the function, in a quiet and timely manner.

### **PAYMENT**

Payment is required prior to the event for private functions. Organisations and community groups can request that an invoice be issued.

### **REFUSAL**

The Shire of Wickepin reserves the right to refuse to let the facility or any portion of the facility without assigning any reason.

### **SMOKING**

The Shire of Wickepin prohibits smoking inside all council owned facilities. Please encourage all patrons utilise the ashtrays placed outside on verandas to reduce clean up for Council Staff.

### **SLEEPING IN THE BUILDING**

Sleeping /camping in the building is not permitted unless authorised by council.