

## Conditions of Hire

All bookings are managed through SpacetoCo. please read these 'Conditions of Hire' carefully prior to completing your application form. Should you have any queries in relation to a booking, please make contact with a Shire of Murray Officer on 9531 7777.

Bookings	
1	All bookings must be on the official application form.
2	Applicants must be over 18 years or over.
3	The Shire reserves the right to refuse any booking if it considered that such booking is not in the best interest of the preservation of the Shire's facilities.
4	Bookings can be taken up to 24 months in advance.
5	All bookings are subject to the hirer being responsible for the compliance with legislative requirements including Council Policies, Local Laws and Regulations.
6	In the event of two or more applications being received for the hire of facilities/reserves at the same time and date, a determination will be made of which hirer is successful, and the two groups concerned will be notified.
7	The Shire requires that all sporting associations and incorporated bodies have Public Liability Insurance to the value of \$20,000,000 (twenty million dollars).
Charges	
8	Payment of a bond to cover cleaning/damage/additional usage and hire fee, is required prior to use of the facility and/or reserve. All bonds are managed through SpaceProtect. <u>Further information can be found here - <a href="https://support.spacetoco.com/spaceprotect-for-guests">https://support.spacetoco.com/spaceprotect-for-guests</a></u>
9	Cancellation Policy is as per below;
	a. Seven days or more prior to the booking, full refund of hire fees will be made.
	b. Between two and seven days prior to the booking, half refund will be made.
	c. Cancellations of bookings are subject to a 2.5% cancellation fee.
10	Arrangements for the bond refund will be made on receipt of advice from the cleaning supervisor. Additional costs may be charged to the hirer if any of the terms and conditions are breached.
11	All fees and charges are set by Council as per the Local Government Act 1995.
General	
12	Hirer is responsible for keeping facilities, including sports fields, change rooms, store rooms, kiosk etc allocated to them in a clean and tidy condition. <b>Facilities must be returned to the same pre-hire condition in order to receive full bond refund. If cleaning is required post event, it will be charged at a rate of \$75/hr, deducted from the Bond.</b>
13	All rubbish is to be placed in the bins provided. If more bins are required for your event, please contact the Shire of Murray Coordinator of Waste on 9531 7765.
14	Any faults or damage to the facility/reserve and/or equipment are to be reported to the Shire's Administration Office (on 9531 7777 Monday – Friday, 8.30am-4.30pm) prior to or after use. Please note that the hirer is responsible for any reinstatement or repair cost as a result of their usage.
15	Should a Shire of Murray Ranger be called out as a result of the Hirer's non-compliance with any condition of hire, a call-out fee will be deducted from the bond. The Ranger shall have authority to terminate the hire arrangement forthwith in the event of non-compliance if in the Ranger's reasonable opinion it is likely to continue.
16	Function must conclude within the hours specified on the application form, including set up and clean up.
17	The Shire shall reserve the right to temporarily close the reserve/facility for any reason such as emergency repairs or if the facility/reserve is required for an official function approved by the Shire.

General continued	
18	All extension cords/cables are to be tagged and either buried/covered or suspended to restrict access in public areas and to ensure that there are no potential triphazards.
19	Electrical distribution power boards are to be protected by Residual Current Devices (RDC's).
20	In accordance with the Environment Protection (Noise) Regulations 1997, noise must be kept to a minimum between 10pm and 7am.
21	All live, recorded or amplified music or entertainment must not proceed past midnight. (Unless prior approval in writing has been obtained from the Chief Executive Officer, Shire of Murray).
22	If your event will affect nearby residents (noise, traffic, parking) the Hirer is required to notify affected residents.
23	If alcohol is being consumed at the function, the Hirer <b>MUST</b> obtain a permit from the Shire. If the Hirer is <b>selling</b> alcohol at the event they must obtain the relevant licenses from the Department of Racing Gaming and Liquor. These can be done online via the website: <a href="https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor">https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor</a>
24	Permits are required for the preparation, handling, storage and cooking of food and beverages intended for sale and you must attach your Certificate of Food Act Registration. If your application forms part of a 'Special Event' these details will be captured within your event package and an officer will advise of required permits.
25	Hirers are obliged to take all practical measures to ensure disability access to events.
26	Activities involving the use of naked flames are not permitted, unless approved under the special conditions. Fire control equipment, such as fire extinguishers, must be provided and further permits may be required.
27	Any dangerous goods or chemicals used at the event must be stored safely and comply with the requirements of the Department of Industry and Resources.
Reserves	
28	No pointed objects of any type are to be driven into the surface of any sport ground/reserve. Alternative anchorage methods for stabilising temporary structures are to be used.
29	Sprinklers or underground services to ovals/reserves are not to be removed or damaged.
30	No vehicle access or parking on reserves is permitted (unless otherwise approved by the Shire).
31	Hirer is responsible for the line marking of the sports grounds. Water based PVA paint should be used for all ground marking. No lime, creosote, kerosene or herbicides such as roundup (Glyphosate) are to be used.
32	All use of grounds/reserves, change rooms, and floodlighting shall cease by 10pm, unless otherwise determined by the Shire.
33	The Hirer shall be responsible for the provision, placement, use, removal and storage of portable goals or structures. All portable/temporary structures are to be approved by the Shire.

**To report any issues after hours, please call the Shire on 9531 7777.**