



# Community facility hire



Information Pack

The City of Subiaco has a variety of facilities available for hire, all conveniently located within the green, leafy suburbs of Subiaco and Shenton Park.

This pack contains information about each of the community facilities available to hire within the City of Subiaco, an overview of the booking application process, and the terms and conditions of hire.

## Facilities available for hire

### Shenton Park Community Centre

240 Onslow Road, Shenton Park

**Main hall | \$75.00 per hour**

Features:

- A raised stage area with rear and side wall curtains and stage lighting
- Folding tables and stackable chairs
- A stereo amplifier, projector and screen
- Overhead choir microphones and a wireless microphone system
- Kitchen facilities with a microwave, refrigerator and oven
- Polished flooring
- Reverse cycle air conditioning and ceiling fans.
- 100 chairs
- 10 large folding tables



Shenton Park Community Centre

**Activity room | \$32.00 per hour**

Features:

- Approximately four large folding tables
- 16 stackable chairs
- Reverse cycle air conditioning.



## The Palms Community Centre

430 Rokeby Road, Shenton Park

**Main hall | \$107.00 per hour**

Features:

- Approximately 18 folding tables and 100 stackable chairs
- Kitchen facilities with a microwave, refrigerator and oven
- A separate bar area
- Polished floorboards
- A projector screen
- Evaporative air conditioning and gas heating
- Parking for up to 40 cars.

## Subiaco Palms Community Business Space

430 Rokeby Road, Shenton Park

All spaces include air conditioning, parking, toilets and kitchenette with modern appliances.



**Meeting room | \$25.00 per hour**

Features:

- Modern presentation equipment including meeting table and 8 chairs
- Day rates available.

**Training space | \$36.00 per hour**

Features:

- Modern presentation equipment and flexible furniture
- Day rates available.

## Tom Dadour Community Centre

363 Bagot Road, Subiaco

**East Wing | \$55.00 per hour**

Features:

- Approximately six rectangular tables
- Approximately 20 non-stackable chairs
- A piano in reasonable condition
- Reverse cycle air conditioning.

**West Wing | \$47.00 per hour**

Features:

- Approximately four rectangular tables
- Approximately 20 non-stackable chairs
- Reverse cycle air conditioning
- Kitchen facilities including a microwave, fridge, oven, hot water urn, stove top and dishwasher.



## Discounts and bonds

### Discounts

Discounts may apply for City of Subiaco residents, not for profit or charity organisations and educational institutes. To be considered, proof of status is required to be submitted with booking application forms.

### Bonds

Bonds apply to selected bookings, including all bookings with alcohol available. Bonds are set in accordance with the City's fees and charges and range from \$400 to \$5,000.

Providing there is no reason for the City to retain the bond, refunds are transferred back into your bank account via EFT within 30 days after your booking.

## Submitting a booking application

Before making a booking application, please ensure you:

- arranged a viewing or tour of the facility if required, by contacting the City's Facility Bookings Administration Officer on 6229 6600.
- included any set up and pack down time in your booking timeframe.
- planned to obtain a Liquor Licence if you will require one for your booking.
- read and understood the terms and conditions of hire included in this information pack.

Once you are ready to submit a booking application, please visit [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au) and fill out the application form available on the community centre bookings page. The City's Facility Bookings Administration Officer will then be in contact to discuss your application.

## Terms and conditions

### 1. Applications and bookings

- 1.1. All applications must be on the official application form and must be signed.
- 1.2. All applicants must be aged 18 years and over.
- 1.3. If alcohol will be consumed at the function, application must include a copy of photo identification. While in some circumstances, hirers will be required to meet directly with the Facility Bookings Administration Officer for application to be considered for approval.
- 1.4. A booking enquiry (either by phone, email or in person) does not constitute a tentative booking. The City of Subiaco does not accept tentative bookings or requests to 'hold' facility availability. Bookings are not confirmed until a booking confirmation has been issued by the City.
- 1.5. The City of Subiaco reserves the right to give 30 days' written notice to cancel any booking due to unforeseen circumstances.

### 2. Charges and payment of accounts

- 2.1. Costs of hire are in accordance with the City of Subiaco's current schedule of fees and charges. All payments must be made by the payment due date and are subject to an annual review.
- 2.2. Accounts will be sent out monthly (or as agreed) and are required to be paid for within 14 days of issue.
- 2.3. If payment is not received by the due date, the City of Subiaco reserves the right to cancel all future bookings. If cancelled, bookings will only be reinstated once all outstanding invoices are paid.
- 2.4. Cancellation of a regular booking must be made in writing and must be made 30 days prior to the hirer's final booking.
- 2.5. Cancellations for a single date with more than 14 days' notice must be made in writing (email is acceptable) and no additional fees will be incurred.
- 2.6. Cancellations for a single date with less than 14 days and more than 48 hours' notice must

be made in writing (email is acceptable) and the hire fee paid may be credited to the hirers invoice for the following month. Cancellations within 48 hours of the booking will forfeit the hire fee paid.

- 2.7. In the case of an alternate date requested in place of a cancellation, it will be at management's discretion as to whether the hire fee will be credited to the amended booking.
- 2.8. Payments can be made over the phone (6229 6600), via cheque, BPoint or in person at Lords Recreation Centre located at 5 Wembley Court, Subiaco. Please quote your invoice number when making payments (if applicable).
- 2.9. Fees may apply for changes made to bookings after the invoice has been issued.

### 3. Bond

- 3.1. A bond as per the schedule of fees and charges and risk level of the function will be applicable to all bookings.
- 3.2. The bond is held against the following:
  - 3.2.1. Damage to the building or equipment
  - 3.2.2. Additional use of the building outside the booked timeslot
  - 3.2.3. Loss of keys or delay in returning keys
  - 3.2.4. Extra cleaning services
  - 3.2.5. Breach of conditions of hire
- 3.3. The hirer will be liable for any costs of damage in excess of the bond amount.
- 3.4. Bond refunds will be made by EFT and refunded within 30 working days after your booking.
- 3.5. The bond can only be refunded to the person or organisation whose name the invoice was made out to.
- 3.6. Not arming the security system on completion of function will incur a deduction of the bond.
- 3.7. Hall hire bond will be forfeited in the event of any substantiated community complaints being received in the respect of antisocial behaviour/ activity attributed to patrons of the patrons of the function conducted at the premises.

#### 4. Restrictions

- 4.1. All City of Subiaco facilities maintain a 'smoke free' environment. Smoking is strictly prohibited inside the centre and outside the surrounding area.
- 4.2. Live bands are strictly prohibited. The restriction also applies to use of noisy musical equipment such as drums, trumpets, electric guitars etc.
- 4.3. Smoke machines are strictly prohibited. It is the hirers' responsibility to inform the event operator that smoke machines or similar are strictly prohibited. The entire bond will be automatically forfeited to the City of Subiaco should it be found that a smoke machine or similar has been used. The City of Subiaco and the Fire and Emergency Services Authority of WA reserves the right to instigate legal action against any hirer who uses a smoke machine or similar.
- 4.4. Kegs of any type must not be placed in the halls or rooms. They must be stored in the kitchen along with any other refreshments.
- 4.5. Confetti or similar materials are not permitted either inside or outside the building.
- 4.6. No decorations are to be attached to ceiling or walls using any type of tape or adhesive.
- 4.7. Candles are not to be used in any facilities.
- 4.8. Helium balloons are permitted provided they are anchored and removed at the end of function.
- 4.9. Vehicles must only use the parking bays provided. No parking on the grassed areas.
- 4.10. All deliveries to the hall are to be included in the agreed hired time.
- 4.11. To comply with health regulation, the kitchen facilities at all of the City of Subiaco community centres can only be used for reheating purposes.
- 4.12. Noise levels must comply with The Environmental Protection (Noise) Regulations 1997.
- 4.13. Music must cease at midnight and the premises at must be vacated by 1am. You may not re-enter the facility the following morning unless special circumstances have been arranged with the Facility Bookings Administration Officer.

- 4.14. Function set up and clean up time must be included within the time booked.

#### 5. City of Subiaco responsibilities

- 5.1. The City of Subiaco 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.
- 5.2. The City of Subiaco will make every effort to provide the hirer with clean and tidy facilities.
- 5.3. The City of Subiaco will not accept liability to any damage, theft or loss of items belonging to or the responsibility of the hirer.
- 5.4. The City of Subiaco security and rangers reserve the right to close the function at any time due to breach of terms and conditions. For example, if the function exceeds building legal capacity limit, has underage drinking, antisocial or illegal behaviour.

#### 6. Hirer responsibilities

- 6.1. A Liquor License is required when liquor is sold or provided under a door cover charge. Liquor licenses are the sole responsibility of the hirer.
- 6.2. The hirer is responsible for organising their own personal accident insurance, loss insurance and other relevant insurance policies.
- 6.3. Upon request by the Facility Bookings Administration Officer, the hirer must produce a Certificate of Currency to demonstrate that they have adequate public liability cover.
- 6.4. Hirers are responsible for the insurance of their equipment and supplies.
- 6.5. The hirer is responsible for organising their own Australasian Performing Rights Association (APRA) license if amplified music is to be used.
- 6.6. Hirers must show respect and common courtesy to other groups within the centre or persons in the nearby premises.

- 6.7. The hirer is responsible for the behaviour of all persons attending the said function or activity.
- 6.8. External doors and windows must be kept closed whenever possible.
- 6.9. The hirer is responsible for locking up and arming alarm after the event.
- 6.10. The hirer is required to start and finish on time. Failure to do so will incur additional charges. Where there is a changeover, 15 minutes may be allowed at the discretion of the Facility Bookings Administration Officer.
- 6.11. Any persons or organisation dealing with children must have a Working With Children card. Failure to do so will result in the cancellation of the booking.
- 6.12. In the event of an emergency evacuation, the function organiser must account for all their guests and report information to the Facility Bookings Administration Officer.
- 6.13. The City of Subiaco's venues are all unmanned facilities and do not provide telephone facility for external communication. The hirer must organise their own telecommunication equipment.

#### 7. Cleaning

- 7.1. The hirer must supply their own cleaning equipment and material. All equipment and products must be in compliance with displayed cleaning procedures. No cleaning products should be used on the wooden floors; only warm water should be used. At the conclusion of the function/ booking the hirer shall:
  - 7.1.1. Leave the entire building in a clean and tidy condition
  - 7.1.2. Mop and sweep all floors in function room including kitchen and toilet. The floors must not be left dirty, sticky or full of film from cleaning products
  - 7.1.3. All areas, including the kitchen and toilets are to be left clean and free of any rubbish or foreign objects or substances such as bottles, glasses, cans, etc.
  - 7.1.4. Wipe all chairs and tables and return to their designated area in an appropriate manner

- 7.1.5. Remove all unused food and drinks from the premises
- 7.1.6. Ensure all windows and doors are closed and locked
- 7.1.7. Turn off all lights, heaters and air conditioning
- 7.1.8. Remove all decorations
- 7.2. The hirer must remove all rubbish from kitchen and hall. The rubbish must be placed in the large bins provided. If there is not enough room in the bins provided, hirers must remove all access rubbish.
- 7.3. The hirer must report to the Facility Bookings Administration Officer all damage that has occurred either accidentally or maliciously to any part of the building.
- 7.4. No equipment of any description belonging to the centre or any other person, group or business is to be dragged, rolled or otherwise moved across the floor area. All equipment must be moved by a trolley.
- 7.5. The stoves, tiled back splash and ovens must be left clean and free of all grease, fat, food scraps and liquids.
- 7.6. The venue must be fully cleaned and vacated by 1am for all evening functions.

#### 8. Keys and security

- 8.1. Keys and codes are to be collected from Lords reception at 5 Wembley Court, Subiaco WA 6008. Keys and alarm codes will be available for pick up one hour prior to booking and must be returned one hour after booking. If booking runs beyond Lords operational hours, the key must be returned by 9:30am the following morning (this does not permit access to the facility for the hirer beyond the arranged booking time).
- 8.2. Hirer will be charged for the replacement of any lost keys, and a security call out fee will be charged if security is called to lock or unlock or to arm or disarm the room.
- 8.3. It is the hirer's responsibility to ensure the building is secured prior to leaving the premises. The hirer may be held accountable for any insurance claim or security check fee if found to have been negligent.

## 10. Disputes

- 10.1. Any disputes must be made in writing  
and marked to the attention of:  
Lords Recreation Centre  
PO Box 270  
Subiaco WA 6904

**City of Subiaco**  
Recreation Services  
6229 6600  
lords@subiaco.wa.gov.au  
**subiaco.wa.gov.au**

This information is available in alternative  
formats upon request.