

Booking Procedure

1. To apply for a booking, the appropriate Facility Hire Application (FHA) form must be completed, signed and returned to Naturaliste Community Centre.
2. Commercial hire fees will apply to all: Government departments, businesses, individuals that expect to return a profit from their endeavours, all hirers that do not meet the community hirer guidelines.
3. Community Hire fees will apply only to: not for profit incorporated bodies, charitable organisations, individuals or events where there is no expectation for profit.
4. A booking is confirmed when written confirmation has been received from the Naturaliste Community Centre.
5. Hire times must include adequate time for setup, pack-down and cleaning. Hirers must vacate the room by the time nominated on their FHA. Additional time will be charged at the appropriate rate. Extension of usage times may be restricted by other use.
6. Where a community group and a commercial group request the same facility at the same time, in the first instance the NCC Supervisor will liaise with groups to work out the best possible solution. If no amicable solution can be negotiated, priority will be given to the community group. Where two or more community groups request the same facility at the same time, allocation will be based on ensuring that a diverse range of programs are available to the community, historical booking patterns and demonstrated longevity of each group. Where two or more commercial groups request the same facility at the same time, allocation will be based on ensuring that a diverse range of programs are available to the community, consideration of the financial benefits of each to the running of the centre, historical booking patterns and demonstrated longevity of each group.
7. The City reserves the right, giving due notice, to override a booking for a special event.

Terms and Conditions

1. The hirer will pay the City of Busselton the fees and charges incurred. All bonds shall be retained by the City and returnable only if the booked facility is left clean and tidy to the satisfaction of the City, or its nominee. Default in any respect will mean forfeiture of all or part of the bond, with the amount of any forfeiture to be at the discretion of the City.
2. If the Applicant is not an incorporated body, the Authorised Signatory will be solely responsible for paying the fees and charges and will be bound by these terms and conditions.
3. The hirer is responsible for ensuring that the hired area(s) of the facility are left in the same state of cleanliness as upon arrival. Cleaning shall include not only hired area(s) but all associated amenities, including the immediate surroundings, together with the removal from the premises of all surface refuse which is to be placed in the bins provided.
4. The hirer agrees to abide by the following conditions and pay all expenses caused by any default hereunder:
 - a. Not to alter any fixtures or design of the premises being hired, including its immediate surroundings, without first obtaining the written consent of the City. All electrical appliances must have a current electrical tag complying with Aust. Standards.
 - b. At the expiration of the hiring to take all things which may have been brought into the hired premises and to replace all previously placed equipment in its correct position.
 - c. Not to leave on any electrical lights, appliances or leave taps running in the location, including its immediate surroundings.
 - d. To ensure that all equipment is returned to the correct location and that the premises are correctly secured before departure, including all doors and windows.
 - e. Not to damage any part of the booked facility or its immediate surroundings, and to repair and be responsible for the repair of all damage which may be caused to the booked facility or its immediate surroundings.
 - f. Not to use the hired facility for any illegal or immoral purposes or for any purpose other than the said purpose, or to allow to be done, or to do anything that may cause the facility to be vulnerable to fire, or to allow to be done, or to do anything that will cause damage or create annoyance or inconvenience to occupiers of any adjoining areas or buildings.
 - g. Music utilised in association with the hire of the said premises may be in breach of the Australian Copyright Act (1968) unless the hirer acquires the appropriate licence as specified by the APRA and PPCA.
 - h. To comply with all statutes, By-Laws or regulations relating to the hired premises or the use thereof, and any order or requisition made thereunder.
5. The hirer agrees to comply with any lawful directions which may be given by the City and that the City reserves the right to grant or refuse hire applications, or cancel a booking and return the deposit as it thinks fit and shall be the final authority in this respect.
6. The hirer agrees to indemnify the City of Busselton against any claim, loss or expense which may be made or arise as a result of the use of the hired premises.
7. That it is an express condition of this Contract of Hire that the City shall not accept liability for any damage, illness or injury caused or found to be caused to any person or property as a result of our acts or omissions, or our guests or invitees or persons under our control.
8. The Naturaliste Community Centre is an alcohol free venue unless special permission is granted by Council. Separate written application including a copy of liquor application/s must be provided. (Please note that it is deemed to be the sale of liquor when liquor is given away and the person has paid for admission to the premises or for seating in the premises or has been asked to make a donation of money by collection or otherwise.)
9. The Naturaliste Community Centre is a completely "Non Smoking" venue and this must be strictly adhered to by all hirers.
10. If required by the City, to take out Public Liability Insurance in a form and to an amount specified by the City.
11. That the Hirer, their guests or invitees, or persons under their control, are aware of, or will acquaint themselves immediately upon arrival, with the location and content of the emergency procedures notices erected within the premises.
12. Any changes to a confirmed casual booking by either party will require 14 days' notice in writing. If less than 14 days' notice is provided, a full refund may not be granted. Casual bookings, giving more than 14 days' notice, full refund will be given minus \$25 administration fee. Changes to a confirmed regular contract will require 30 days' notice in writing. If less than 30 days' notice is provided, full hire fee will be charged. For regular contracts giving more than 30 days' notice, liability will be reduced by 50%.

Fees & Charges: (Office use only)

Hire Fees \$ _____ Receipt No _____ Bond \$ _____ Receipt No _____ or
Credit Card Authority Yes / No / NA Public Liability Cert Attached Yes / No / NA
Total \$ _____ Date Paid _____ Received & Entered to Clubware _____

13. Inflatable amusement devices and their use must comply with relevant legislation and standards. A copy of relevant Certifications must be provided to the Centre Supervisor prior to inflatable equipment being utilised in the Centre.

