

AMCC Hire Form

Please note: Standard Fees and Charges apply to hire the JaBat Dance Inc's AMCC facility. Please consult the JaBat Dance Inc's committee at jabatdance@live.com.au for more information.

Application Form Submission: Please complete and submit to the JaBat Dance Inc at least 4 weeks prior to the event. Please note that applications for large events (50 + persons) are to be submitted at least 8 weeks prior to the event to ensure sufficient time for processing.

Fees and Charges: A \$200 bond is required to secure the booking once it has been accepted by JaBat Dance Inc.. JaBat Dance Inc will invoice the hirer for the bond and facility hire @\$40/hr for the period of the hire as nominated by the hirer on the application. Any additional hours on the day of the event will be invoiced in arrears on a 7 day terms arrangement. The hirers bond will be returned to the hirer within 7 days of the event once the AMC has been returned in a clean and tidy condition.

Casual Hire and Events Information:

Individuals, businesses and community groups are required to complete the AMCC booking form when they meet the following criteria:

- Sporting fixtures and training.
- Events with over 50 attendees.
- If events are open or advertised to the public.
- If there will be any entertainment or structures erected (e.g. Bouncy Castles etc.).
- If vehicle access is required.
- If food or goods will be sold.
- If alcohol will be consumed or sold.
- Personal training sessions or fitness classes will be conducted.
- Require access to facilities e.g. change rooms, kiosks or overhead lighting.

Applicant Details

Organisation (if applicable); _____

ABN (if applicable): _____

Contact Person/s: _____

Address: _____

Business phone: _____

Mobile Phone: _____

Email Address: _____

Bank Account Details (for bond reimbursement):

Account Name: _____

BSB: _____ - _____

Account Number: _____

Event Details

Event Name: _____

Date/s of the event: _____

Time/s of the event (from-to): _____ ---- _____

Setting up time required (from-to): _____ ---- _____

Setting up date: _____

Dismantling time required (from-to): _____ ---- _____

Dismantling date: _____

Description (e.g. fair, exhibition, concert etc)

What is the purpose of the event? (e.g. Fundraiser): _____

How many people are expected to attend the event? (per day): _____

Please list details of the type of entertainment being provided: _____

Will there be any sound amplification at the event (e.g. live music, PA announcements, recorded amplified music etc

Yes No

If YES, please provide details including any relevant times: _____

Is the event being advertised or promoted?

Yes No

If Yes, how is this being done? (e.g. fliers, newspaper, word of mouth, radio, website, posters)

Is this a ticketed event?

Yes No

Will food or drinks be sold or provided?

Yes No

If yes, please complete the [Temporary Food Premises](#) Application form. If more than 1 vendor, each will need to complete individual forms or apply for a blanket licence. For more information please contact the Environment Health Officer on 9158 9367 or council@porthedland.wa.gov.au

Will alcohol be consumed?

Yes No

Is alcohol being sold?

Yes No

If yes, it is the Hirer's responsibility to obtain an appropriate licence from the Department of Racing, Gaming and Liquor through the Clerk of Court, Hawke Place, South Hedland. A copy of the licence must be provided to the JaBat Dance Inc prior to the commencement of the hire period.

Please note: During Cyclone Season pre approved liquor consumption applications may be revoked for safety reasons.

Is this event an under 18's event

Yes No

Equipment

What equipment/structures will you require or are you bringing to the event? Please provide details on the following.

Tables

Crockery

Linen – table clothes, chair covers

PA system

Stages

Banners

Lighting

Seats

Temporary fencing

Generators

Other (please specify)

Do you require toilets to be available?

Yes No

Do you require change rooms to be available?

Yes No

Do you require power?

Yes No

If so please provide details

Do you require the nightly watering system to be turned off during this event?

Yes No

Will overhead lighting be required?

Yes No

Have you provided Public Liability Insurance?

Yes No

Public liability insurance is mandatory for all events organised by sporting clubs, associations, incorporated bodies and any events designed to make a profit. The insurance cover must be to the value of \$10 million and must note the JaBat Dance Inc as an interested party. Hirers must provide the JaBat Dance Inc with copies of their current insurance policy at the time of submitting

this application. If the event is a private function booked under a personal name, public liability insurance is not required.

Have you organised security personnel / crowd controllers if necessary?

Yes No

If YES please indicate how many will be present at the event: _____

Have you organised extra toilets?

Yes No

If YES, please indicate how many portable toilets you have organised (male, female and hand basins): _____

Please supply any additional information or requirements for your event below

Note: The information extracted from this document is to be used as a guide only. It is the responsibility of the applicant to ensure that all approvals from other agencies (e.g. Police, Main Roads) are received in relation to each particular event.

Site Plan

A detailed layout of the event including locations of elements such as those listed below is to be included with your application form if the event has any of the following;

- Stage
- Seating
- Vehicle Access Points
- Food Stalls
- First Aid Posts
- Electricity cables
- Emergency exits
- Parking areas
- Fenced off areas
- Additional toilet facilities
- Areas for sale or consumption of alcohol
- Site signage
- Show street names

[Click here to download a copy of the site plan template.](#)

Site Plan

Declaration

I/We have read, understood and agree to abide by the Terms and Conditions of Hire located on the JaBat Dance Inc Website. I/We agree to indemnify the JaBat Dance Inc against all actions, claims, demands, or costs arising out of connection with the hire of the facility. In consideration for the use of facilities owned by the JaBat Dance Inc, I/we agree to hold the JaBat Dance Inc harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/we assume all liability for specific losses arising from the event listed above and release the JaBat Dance Inc from all liability and costs incurred arising from or incident to the event. I/We also acknowledge that during cyclone season in the event of a warning or alert my/our booking arrangements may be compromised.

I/We agree that the facility will be left clean and tidy at the end of the function. The hirer is responsible for ensuring that all tables, crockery, linen, fixtures and fittings are returned in good condition and that any damage is to be reported at the time of returning the keys to JaBat. Failure to return the facility in a clean and tidy condition or damage/breakage may result in the bond being retained by JaBat and not being returned to the hirer.

By typing your name below, you warrant that you have the appropriate authority to sign for and on behalf of the Hirer.

Your full name: _____

Date: ____/____/____

On behalf of (Organisation Name): _____

Before submitting this application please ensure you have completed the check list below!

Please double check the following:

I have read and agreed to the Terms and Conditions located on the JaBat Dance Inc website

I have included all required documents and permits including

- Public Liability Insurance (essential)
- Submitted a "Application for Temporary Food Premises" (where appropriate)
- Site Plan (if required)
- Risk Management Plan (where appropriate)

PLEASE NOTE: This is an application form only. Bookings are not confirmed until approval has been granted in writing by the JaBat Dance Inc and either that payment of all fees has been received, or that we have invoiced for the fees and received payment prior to the event.