



1st Amelia Heights Scout Group

51 Delawney Street. BALCATTWA WA 6021

APPLICATION FORM FOR HALL HIRE

**1st Amelia Heights Scout Hall
51 Delawney Street, Balcatta WA 6021**

Applicants Details:

Applicants Name:				
Applicants ABN if Applicable				
Applicants Address:				
Telephone numbers:	Home:		Mobile:	
	Work:		Email :	

IDENTIFICATION

Form of Identification:	Drivers licence / Passport / Identification Card / OTHER _____		
Identification number:			
Identification date issued:		Identification date expiry:	
1 st Amelia Heights Scouts Representative:	Identification sighted by representative of 1st Amelia Heights or copy attached.		

FUNCTION INFORMATION

Date Required:		Start Time:		Finish Time:	
Estimated persons: (Max 150 persons)		How many tables will be required?		How many chairs will be required?	
ALCOHOL:					
Will Alcohol be provided on the night?	YES / NO BYO	Will Alcohol be SOLD at Function?		If Y please provide copy of licence	

Reason for function: _____

Is the food preparation room required? Yes / No _____

What equipment, if any, will you be bringing to the facility? _____

Will a musical band be playing? _____

HALL HIRER'S INITIALS _____

FEES:

FEES				OFFICE USE	
ITEM	RATE	Total Hours	TOTAL VALUE	INVOICED	PAYMENT RECEIVED
HALL HIRE FEE	\$55 per hour \$77 per hour	Day Rate Evening Rate			
Furniture Hire		Tables / Chairs	\$Included		
BOND			\$		
TOTAL					

Please forward a copy of your current Certificate of Currency, for commercial activities.

Note: If there is any damage to the Hall, if the hirer does not leave at the specified time or does not remove all rubbish, all or part of the bond will be retained by the Hall.

The bond will be returned by Direct Debit if the hall is vacated on time and the hall is left in a Satisfactory and clean condition) and all funds paid by the hirer have been cleared by the bank.

Cancellations must be made with a minimum of 48 hours' notice before the function or the security bond will be forfeited. All cancellations are subject to a \$50.00 administration fee.

I agree to comply with all of the terms and conditions outlined in the Amelia Height Scout Hall Terms & Conditions of use as per attached sheet.

Signature of applicant:

Signature of staff member:

Date:

Thank you for your co-operation

Office Use only

BOND RETURN / forfeiture

Key Returned Checked by:		Date:	
Hall Checked by:		Date:	
Date of Bond Return	____/____/____	Cheque No:	
		Amount :	

If any part of bond is forfeited please advise reason:

HALL HIRER'S INITIALS _____

HALL HIRE TERMS AND CONDITIONS 2026

1.0 APPLICATIONS/BOOKINGS

- All requests for bookings for hall hire must be made in writing using the “Application Form for Hall Hire” and **payment in full must be made to confirm the booking.**
- All applicants must be aged 18 years or over
- Bookings must be made 5 working days prior to the function and a minimum of 48 hours notice of cancellation is required or the security bond will be forfeited.
- **In order to reserve a booking payment must be made in full.**
- The Amelia Heights Scout Hall is a “Smoke Free” Building.
NO SMOKING will be permitted in the hall.
- We reserve the right to cancel any booking and the hirer agrees that the group will not be held responsible for any expenses or losses incurred by the hirer for the cancellation of booking of the hall.

2.0 CHARGES

- All times booked will be paid for including set up and cleaning.
- Costs of hire and bonds are in accordance with the current Fee Schedule
- Provisional bookings can only be held for 5 working days. Full payment will be required to secure the booking.
- The Hirer will be personally liable for costs for repair or replace any damage etc in excess of the bond deposited, should any damage or destruction occur and exceed the bond held by 1st Amelia Heights Scouts Group.

3.0 CASUAL USERS:

- Cancellations of functions with less than 48 hours’ notice will forfeit the deposit.
- The hirer may make an application for a transfer to another date without forfeit depending on circumstances and the availability of the facility

4.0 BONDS

A Bond is applicable to all bookings.

- Bond refunds will be made via Electronic Bank Transfer which will be refunded within fifteen (15) working days.

The bond is held against the following.

- Damage to the building or equipment.
- Loss of keys
- Additional cleaning
- Breach of any of the conditions of hire.
- The bond can only be refunded to the person whose name the receipt was made out to.
- Failure to clean the tables & chairs will incur a \$100.00 cleaning fee.
- Not locking all doors on completion of function / activity will incur a deduction of the bond.
- Hall hire bond will be forfeited in the event of any substantiated community complaints being received in the respect of anti-social behaviour/activity attributed to patrons of the function conducted at the premises.

HALL HIRER’S INITIALS _____

5.0 PAYMENT OF ACCOUNTS

• **Casual Users:**

- Under no circumstances would access to the centre be granted if payment were not received and funds cleared prior to the booking date.
- Methods of payment are via Direct Deposit or can be made against an invoice sent by the group via our accounting software - Xero.
- For EFT payments email notification must be sent to gl.ameliaheights@scoutswa.com.au

Banking Details

BSB	036-073
Account number	31 5868
Branch	Westpac – Osborne Park South WA
Account Name	Scouts WA – 1 st Amelia Heights Scout Group

6.00 RESTRICTIONS

- Smoking is strictly prohibited inside the hall.
- **SMOKE MACHINES ARE STRICTLY PROHIBITED.** It is the hirer's responsibility to inform the DJ/event operator that smoke machines or similar are strictly prohibited. The entire bond will be automatically forfeited should it be found that a smoke machine or similar has been used. The City of Stirling and the Fire and Emergency Services Authority of WA reserve the right to instigate legal action against any hirer who uses a smoke machine or similar.
- Kegs of any type must not be placed in the halls/rooms. They must be stored in the kitchen along with other refreshments.
- **Confetti or similar materials are not permitted either inside or outside the building.**
- Helium balloons are permitted provided they are anchored.
- No posters, plaques or Scouting items to be removed from the walls or pin up boards
- Vehicles must only use the parking bays provided. No parking on the grassed areas.
- All deliveries to the hall are to be included in the agreed hired time.
- Noise levels must comply with The Environmental Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Stirling Environmental Service contact 9345 8555.
- Music must cease at midnight and premises must be vacated by 1am.
- **Function set and clean up time must be included within the time booked.**

7.0 KEYS/SECURITY

- Keys are to be collected from an address which will be texted or emailed along with the security code prior to the event
- Permanent users may apply to hold their own key /card in which case a key bond will apply. It is your responsibility to maintain the security of this key.
- An additional bond 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/unlock or to arm/disarm the room.
- It is the hirer's responsibility to ensure that 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.
- Keys to be returned to the secure lock box quietly at the end of hire.

HALL HIRER'S INITIALS _____

8.00 CLEANING

- The hirer must supply their own cleaning equipment and material.
- At the conclusion of the function/session the Hirer shall:
 - Leave the entire building in a clean and tidy condition.
 - Mop and sweep all floors in function room including food preparation area and toilet.
 - The floors must not to be left dirty and sticky.
 - ALL areas, including the food preparation area and toilets are to be left clean and free of any rubbish or foreign objects or substances such as bottles, glasses, cans etc.
 - Vacuum all carpeted area.
 - Wipe and stack the tables & chairs (stacks of 10) and return them to the designated storage areas.
 - Remove all used and unused food and drinks from the premises.
 - Ensure that all windows and doors are closed and LOCKED.
 - Turn off all lights, heaters and air conditioning, urn and microwave.
 - Remove all decorations (including materials used to support, hang, or affix the decorations) from the building.
 - The hirer must remove **all rubbish** from the kitchen and hall. All rubbish must be taken away by the hirer.
- The hirer must report all damage that has occurred either accidentally or maliciously to any part of the building used.
- No equipment of any description belonging either to HALL or any other person, group or Business is to be dragged, rolled or otherwise removed across the floor areas.
- **ALL** equipment is to be carried or shifted with a trolley.
- The food preparation facilities are to be used for heating only. **The stove and tiled back splash MUST be left clean and free of all grease, fat, food scraps and liquids.**
- The venue must fully cleaned and vacated by 1am for all evening functions
- Failure to leave the hall clean and tidy will result in loss or partial loss of bond.

9.00 – Special Notes and agreed items

ACCEPTANCE OF THESE TERMS AND CONDITIONS:

I have read, understand and agree to comply with all of the terms and conditions outlined in the 1st Amelia Height Scout Hall Terms & Conditions

Applicant's signature: _____

Applicants Name (printed) _____

Date: _____/_____/_____

HALL HIRER's INITIALS _____