

KUNUNURRA LEISURE CENTRE

CONDITIONS OF HIRE

GENERAL CONDITIONS

1. All groups will have in place their own Public Liability policy of insurance covering their legal liabilities as "occupiers" of Shire facilities. (**For Private functions** this will be at the discretion of the Recreation Services Coordinator).
2. All groups should, at the time of booking, provide a copy of their Certificate of Currency to the Recreation Services Coordinator by way of proof that insurance has been taken out.
3. Bookings are to be confirmed (with exact times etc.) and payment organized within 14 days of event.
4. A bond must be paid in advance and in accordance with the current schedule of fees. This bond shall be **returned as soon as possible after** the function should there be no damage or additional expenses incurred. Please note, the hirer is responsible for leaving the hall clean. If the hall is not left in an acceptable condition any additional costs for extra cleaning will be deducted from the bond.
5. If the function is cancelled within 48 hours a fee of 50% of the quoted hire charge will result.
6. Due to increased facility usage, setting up and cleaning times should be included in your booking and must be approved by Leisure Centre staff.
7. No smoking or drinking is permitted in the foyer area. It is suggested that this be policed, as bond moneys will be withheld to cover cigarette burns, stains, etc.
8. A bar may be set up within the hall area. Appropriate floor protection (i.e. Tarpaulin) must be used to prevent damage to the floor. Approval is granted for the consumption of alcohol, provided the appropriate license is obtained.
9. Any damage discovered prior to your booking should be reported to Leisure Centre staff. This will ensure that your group is not held responsible and your bond is not jeopardized.
10. Under no circumstances is the stage light set-up to be adjusted in any way.
11. The maximum number of people permitted in the centre is 600 from May-August and 415 from September to April.

CLEANING REQUIREMENTS

1. Cleaning products and equipment are not provided. All mops, brooms, etc are to be provided by the hirer.
2. Remove all rubbish.
3. Wipe down all tables, chairs and other used surfaces, stack and return all chairs and tables to the storeroom.
4. All decorations including balloons must be removed. Note we do not allow helium filled balloons in the sports hall.
5. Mop all floors where food and drink has been served. Food and drink is not normally permitted in the sports hall. If you use this area for the consumption of any food or drink (other than water) you may be required to employ a contract cleaner to clean the sports hall floor. (See the listings in the telephone directory for a quote.) The centre uses K & M Allclean, It is suggested that the hirer contact the cleaning company and arrange for the extra cleaning that is required.
6. All cleaning must be completed immediately after your function.

LIQUOR GUIDELINES

Alcohol may only be taken onto the premises if the following applications have been made and approval granted.

1. If alcohol is going to be brought on a BYO basis the hirer must apply in writing to the CEO, Shire of Wyndham East Kimberley, PO Box 614, Kununurra WA 6743. Approval is subject to the discretion of the CEO.
2. Applicants who intend to sell alcohol either direct or indirect (included in the price of a ticket, etc) must gain permission from the CEO then apply for an Occasional Liquor License from the Department of Racing, Gaming and Liquor (Liquor Licensing Division.) If approval is granted a copy of the Occasional License and any conditions contained therein must be forwarded to the Leisure Centre at least one week prior to the function.