

**Shire of Wyndham East Kimberley  
Kununurra Leisure Centre**

**Kununurra Swimming Pool**

**CONDITIONS OF HIRE**

**GENERAL CONDITIONS**

1. All groups should have in place their own Public Liability policy of insurance covering their legal liabilities as "occupiers" of Shire facilities.
2. All groups should, at the time of booking, provide a copy of their Certificate of Currency to the Recreation Services Manager by way of proof that insurance has been taken out.
3. Bookings are to be confirmed (with exact times etc.) and paid in full at least 14 days prior to the function.
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.
5. A key bond of \$20 must be paid when keys are signed out at the Leisure Centre prior to the booking. The \$20 bond will be returned once a staff member has signed the keys back in.
6. If the function is cancelled within 14 days of the function, a \$100 cancellation fee shall apply.
7. Due to the increased usage of the facility, setting up times and clean up times need to be included in your booking request.
8. No smoking or drinking is permitted in the basketball/netball court area.
9. A bar may be set up within the basketball/netball court area. Appropriate floor protection (ie. Tarpaulin) must be used to prevent damage to the floor. Approval is granted for the consumption of alcohol, provided the appropriate license is obtained.
10. Any damage discovered prior to your booking should be reported to Leisure Centre staff. This will ensure that your group is not responsible and your bond is not jeopardized.
11. The hire of the basketball/netball courts does not include the change rooms, arrangements for the use of these must be made through the Leisure Centre Coordinator (Please note that a contract cleaner is required to clean the change rooms immediately after use) See telephone directory listings or call K & M Allclean 91691451.

**CLEANING REQUIREMENTS**

1. Cleaning products and equipment (eg. brooms, garbage bags etc.), are to be provided by the hirer.
2. All rubbish removed.
3. All decorations including balloons must be removed.
4. 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 5743. 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 form 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.