

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

Kununurra Swimming Pool

CONDITIONS OF HIRE

GENERAL CONDITIONS

- All groups should 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).
- 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.
- All bookings are to be confirmed (with exact times etc.) and paid in full at least 14 days prior to the function.
- 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.
- Should the function be cancelled within 48 hours of the function, a fee of 50% of quoted hire charge may result.
- Due to an increasing recreation program, setting up and cleaning times should be included in your booking and must be approved by Leisure Centre staff.
- 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.
- It is the hirer's responsibility to police who enters the pool grounds and to control guests, ensuring they abide by the rules of the centre.
- All music is to be turned off no later than 11.30 pm.
- Drinking or eating in the pool or on the pool edge is strictly prohibited.
- A Leisure Centre staff member must be present at all times of the function and may enforce the rules and regulations of the centre at any time.
- The maximum number of people permitted in the pool area at one time is 300.

CLEANING REQUIREMENTS

- Cleaning products and equipment are not provided. All mops, brooms, scourers etc are to be provided by the hirer.
- Remove all rubbish
- Wipe down all tables, chairs and other used surfaces.
- Stack and return all chairs and tables to the storeroom.
- All decorations including balloons must be removed.
- 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 the 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 forward to the Leisure Centre as least one week prior to the function.