

SHIRE OF WYNDHAM EAST KIMBERLEY PARKS 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 Manager Recreation and Leisure 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, if applicable, 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. The **consumption of alcohol is not** permitted on any Shire Park.
9. 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.

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.