



## COMMUNITY BUILDINGS CONDITIONS OF HIRE

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PO Box 22, York WA 6302

### 1. **BOOKINGS**

Hirer **MUST** advise the Council the purpose for which the venue is being hired.

Bookings must be confirmed seven days prior to the event. The bond must be paid when a booking or a tentative booking is made.

Full hire fees **MUST BE** paid on confirmation or before the event. Any bookings not confirmed at least seven days in advance will be cancelled and bond will be forfeited.

Payments can be made by cash, cheque, EFTPOS or direct bank deposit to:  
Shire of York, BSB: 633-000, Account No.: 118630623.

The bond will be refunded electronically after inspection of the premises. Please complete your banking details on the Hire Form.

Keys can be picked up on the day before the event (or on the Friday) by 4.30pm.  
**Keys are to be returned on the next working day.**

### 2. **BOND – BONDS NOT TO BE CUMULATIVE (NO GST)**

Dependant on function type

Outside York Hirer	\$500-\$200
York Hirer	\$500-\$100
Keys	\$20.00

### 3. **GENERAL**

**SMOKING IS PROHIBITED.** Shire venues are **TOTAL FIRE BAN AREAS.** Naked lights are not permissible.

Hirer is responsible for **ALL** damage and for losses while the venue is booked.

All use is subject to order being maintained to the satisfaction of Police and the Council. Noise level of bands is subject to control by authorised Council staff and/or Police.

4. **CLEANING**

Hirer to be responsible for all areas to be swept clean and chairs etc returned to normal area upon conclusion (venue to be left in same condition as found). Basic requirements as follows:

Mop and sweep floor	Clean all dirty chairs and tables
Remove all rubbish	Clean up all spillages
Stack all chairs and tables	

Hirer to arrange for the removal of all excess rubbish from the premises. Your arrangements for cleaning up after the function must be notified to the Council at the time of making the booking to avoid clashing with other users.

5. **PUBLIC LIABILITY INSURANCE**

Council has a Casual Hirers Liability Policy which indemnifies casual hires of Council owned facilities for claims from third parties for bodily injury and/or property damage arising from the activities casual hirers whilst using the Council owned facility.

**This insurance does not include incorporated bodies, commercial and community events, sporting clubs or associations of any kind who must arrange their own insurance prior to the hire of the facility. These hirers must provide a copy of the Certificate of Currency (\$10 million minimum) and submit with Town Hall booking forms.**

Community Groups needing insurance can contact Local Community Insurance Services 1800 853 800.

Non compliance with any of the above conditions may cause the **FORFEITURE** of deposit and may also render the responsible hirer liable for additional costs in the event of damage.

**Please assist the community by taking care of the building and the facilities**

**Enjoy your event.**

**York Youth Centre Hire Fees (Inc. GST)**

**Approved Community Groups**

Hourly Use	\$8.80
Daily Use	\$44.00
<b>Commercial</b>	
Hourly Use	\$16.50
Daily Use	\$77.00

