

1. APPLICATIONS/BOOKINGS  
All applications must be on the official application form.  
Applicants must be 18 years or over.  
The Board of Management reserves the right to refuse an application for the hire of the facilities.  
Bookings will be taken up to 12 months in advance.  
All bookings are subject to the City of Cockburn by-laws.

2. CHARGES  
All time booked for will be paid for.  
Costs of hire fees and bonds are in accordance with the current Fee Schedule.  
Cancellations made less than 7 days before hire date will forfeit the full hire charge.  
The Hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility.  
Regular users will make payment by arrangement with the Bookings Officer.  
Regular users must allow set up and pack up times within the allocated time slot.  
Regular users must make a separate application for one-off events.  
All regular users who are a community group and a not-for-profit organisation are entitled to apply for a concession. Concessions will be reviewed annually.

4. BONDS  
A bond as per the Fee Schedule will be applicable to all bookings.  
The bond is held against the following:  
Damage to building, the surroundings, or equipment.  
Additional cleaning.  
Reimbursement of security call-out fees.  
Loss of keys.  
Breath of Conditions of Hire.  
The Hirer will be liable for costs for damage etc in excess of the bond deposited.  
Hire fees and bonds being paid by cheque must be done 14 days prior to hire date. Cheques will not be accepted after this time.  
Bond refunds will be made via a cheque only. A cheque will be refunded within 15 working days.  
For any breach of the Conditions of Hire there will be a deduction of all or part thereof from the bond paid at the discretion of the Board of Management.  
Not among the security system on completion of the hiring will incur a deduction of bond.  
Call-outs for Security Patrols will incur a fee to the Hirer.  
Any administration costs incurred by the Centre addressing anti-social behaviour at the hiring will incur a fee.  
In the event floors require a strip and seal as a result of your hire, the Hirer is required to pay 70% of the full repair cost.  
*Hire bond will be forfeit in the event of any substantiated community complaints being received, in respect of anti-social behaviour/activity attributed to patrons of the hiring conducted at the premises.*

5. RESTRICTIONS  
Kegs of any type must not be placed in the halls/rooms. They must be stored in the kitchen along with other refreshments.  
No smoking is permitted inside the facility at any time.  
The use of smoke machines are not permitted inside the facility.  
Confetti or other similar materials are not permitted either inside or outside the facility.  
Streamers and other decorations are permitted provided they are not tied to the fans and they are cleaned away at the end of the hiring.  
Helium balloons are permitted provided they are anchored.  
Vehicles must only use the parking bays and overflow parking area provided. No parking in the conservation reserve.  
All deliveries to the Centre are to be included in the agreed hire time.  
Noise levels must comply with the Environmental Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Cockburn Environmental Services on 9411 3442.  
Music must be turned down at 10pm and cease at 12 midnight.  
The facility must be secured and armed by 1am.  
No exotic dancers, nudity or entertainment alike permitted at the Centre.  
*Set up and clean up for the hiring is included within the time booked.*

6. COCKBURN WETLANDS EDUCATION CENTRE'S RESPONSIBILITIES  
The Cockburn Wetlands Education Centre will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond their control.  
The Cockburn Wetlands Education Centre will make every effort to provide the Hirer with a clean and tidy facility.  
The Cockburn Wetlands Education Centre is not responsible for any damage, theft or loss of items belonging to or the responsibility of the Hirer.

7. HIRER'S RESPONSIBILITIES  
Liquor Licenses are the sole responsibility of the Hirer, subsequent to permission being granted by the City of Cockburn for liquor to be consumed on the premises, according to the Liquor Licensing Act 1988 Section 119 (1).  
Liquor Licenses are required when liquor is sold or provided under a door/cover charge.  
Hirers must show respect and common courtesy for other user groups within the Centre or persons in nearby premises.  
The Hirer is responsible for the behaviour of all persons attending their hiring.  
Hirers are responsible for the insurance of their own equipment, supplies or deliveries, which are stored or left at the facility.  
Hirers are responsible for any public liability in respect to their hiring (Cockburn Wetlands Education Centre's public liability will only cover injury, loss or damage as a result of any proven neglect or default of the Centre).  
Should an accident and/or injury occur in the hired facility as a result of the hiring, the Cockburn Wetlands Education Centre and the City of Cockburn cannot be held liable under any circumstances.  
Keep external doors and windows closed where possible.

Ensure that music is turned down after 10pm and finished by 12 midnight (socially accepted standard).  
All Birthday Parties for the ages of 18-25yrs, inclusive, or other occasions deemed appropriate by the Cockburn Wetlands Education Centre must have crowd control at their function. Evidence that crowd control will be in attendance is required before the Centre will allow the booking, ie receipt, tax invoice or a letter from the registered company (See Security and Related Activities Control Act 1996).  
Report any damage or other issues to the Bookings Officer after the hiring.

#### 8. CLEANING

At the conclusion of the hiring the Hirer shall:  
Leave the facilities in a clean and tidy condition.  
Sweep/vacuum all floors that were used.  
Spot mop any spillage.  
Wipe tables and stack chairs and then return to designated storage areas.  
Remove all decorations (balloons, streamers, string, tape etc)  
Remove cigarette butts and other rubbish from gardens, car parks and surrounds.  
Place all rubbish in the bins provided.  
Remove excess rubbish from the premises.

#### 9. KEYS/SECURITY

All keys are to be allocated by the Bookings Officer. Keys are available for collection by arrangement with the Bookings Officer.  
Turn off lights and fans, lock doors, secure windows and arm security system at the conclusion of the hiring.  
Lock the main gate and return key to the area designated by the Bookings Officer at the conclusion of the hiring.  
Regular users may apply to hold their own key and be issued with a security code.

#### 10. DISPUTES

Any disputes concerning bond refunds must be made in writing and addressed to:  
Attention Board of Management  
Cockburn Wetlands Education Centre  
184 Hope Road  
BIBRA LAKE WA 6163

# Conditions of hire

Applicable to  
Cockburn Wetlands  
Education Centre

184 Hope Road  
BIBRA LAKE WA 6163  
Ph/fax: (08) 9417 8460  
Email: wetlands@iinet.net.au

Effective from 1 January 2007

The Cockburn Wetlands Education Centre is a not-for-profit organisation managed by the community providing landcare, environmental education and scouting services. Your hire fees help fund our operations. The facility is located in an A-class conservation reserve set aside for the protection of plants and animals. Please ensure your event is in keeping with the surrounds.



This facility is a non-smoking venue