

Application to Hire the Aboriginal Cultural Centre Rooms

12 Captain's Lane, Arthur's Head, Fremantle WA 6160

PO Box 807, Fremantle WA 6959 Tel: 08 9430 7906

activefreo@fremantle.wa.gov.au



Please note this is an application form only. Bookings are not confirmed until approval has been granted by the City of Fremantle or payment of all fees has been received.

Contact Name: _____ Group Name: _____

Day-Time Ph: _____ Mobile: _____

Billing contact: _____

Billing Address: _____ P/C: _____

Email contact: _____ ABN No: _____

Room	Time	Day	Start Date	End Date	No. of Weeks

Fees and Charges are reviewed annually.

ROOM FEES

ROOM	Commercial and Government Rate – Per Hour
-------------	--

Meeting Room (10-12 people)	\$34.00
------------------------------------	----------------

Number of attendees: _____ Room Hire purpose: _____

Bond (to be paid for out-of-hours bookings only):	\$ 110.00	Total Fee: \$ _____
Room Fee: \$ _____ x _____ hour/s = \$		
Room Fee: \$ _____ x _____ hour/s = \$		

Please ensure you have attached a copy of your Public Liability Insurance Cover if needed and ensure your postal details are correct as all bonds are refunded via cheque.

I/We have read, understood and agree to abide by the conditions of Hire. I/We agree to indemnify the City of Fremantle against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Signature of Hirer _____ Date _____

Conditions of the Aboriginal Cultural Centre Facilities Hire

Please read these conditions carefully before completing the Application Form

For Admin Use Only

BOND PAID:	Y	N	KEY GIVEN:	Y	N	BOND NO:	
FEES PAID:	Y	N	BOND REFUNDED:	Y	N	KEY NO:	
			KEY RETURNED:	Y	N	INVOICED:	Y N

Hirers Detach and Retain

Safety and emergency information

1. Front doors

- Please key lock the security and wooden door.

2. Fire & Safety procedures

- Fire plan and muster point info located on wall on hallway outside entrance to main meeting room.

3. Phone

Located in main meeting and admin room.

Publicity and promotion

If you want to publicise your event/activity the City will need to approve publicity material prior to any advertising.

Additional equipment hire

A TV, DVD player, laptop and an overhead projector may be available for use on request. There is a HDMI cable included but your laptop will need to be IBM compatible with a HDMI port.

No smoking

The Aboriginal Cultural Centre is a smoke free venue both inside and outside at all times. Please inform your group.

Supervision of children

Children accompanying adults to the centre must be supervised by adults at all times.

Responsibilities in the centre – users of the centre are expected to:

- Respect the privacy and security of other groups using the centre
- Replace furniture and equipment after use.
- Leave the room tidy for the next group/meeting.
- Clean and dry all dishes etc.
- Breakages, incidents or accidents should be reported to staff on the next working day.

After hours:

- Turn lights, heater and fans off when leaving.
- Ensure all doors and windows are locked when you leave.
- The group facilitator must be the last to leave the building.

Please sign below if you have read and understood the terms of Aboriginal Cultural Centre room hire.

Signature _____ **Date** _____

Agency/Business _____