

Application to hire

Please note this is an application form only. Bookings are not confirmed until payment of all fees has been received.



Contact Name: _____
 Group Name: _____
 Day-Time Ph: _____ Mobile: _____
 Billing Contact: _____ (Name for receipt and/or bond)
 Billing Address: _____ P/C: _____
 Email Address: _____ ABN No: _____
 Room Hire purpose: _____ Number of attendees: _____

Room	Start & Finish Time	Day	Start Date	End Date

Fees and Charges are reviewed annually.

ROOM FEES (please refer to definitions of Community vs Commercial use in the Conditions of Hire)

ROOM	Community/Social enterprise Rate-Per Hour	Commercial Rate Per Hour
Multipurpose Room	\$30.00	\$50.00
Wanjoon Lounge (Incl.Courtyard)	\$15.30	\$36.60
After hours – Multipurpose Room	\$40.00	\$80.00

Please note: After hours use of the Multipurpose room requires hire of the Wanjoon lounge, for access to the space, accessible toilet, light kitchen facilities and lounge use.

Please tick equipment required:

Laptop: \$39.60/hire Data Projector: \$39.60/hire

Please tick rates and bond:

Commercial Rate:

Community Rate:

\$100-\$300 Bond for after-hours hire:

Please calculate your fee:

Room Fee: \$ _____ x _____ hour/s = \$ _____

Room Fee: \$ _____ x _____ hour/s = \$ _____

Please calculate your total fee:

Total Fee: \$ _____

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 _____

Please submit completed forms by email to frelib@fremantle.wa.gov.au Attention: Bookings

Conditions of Hire

1. The Fremantle Library office hours are Monday to Thursday 9.00 am to 6.00 pm, Friday 9.00 am to 5.00 pm, Saturday 9.00 am to 1.00 pm and Sunday 11.00 am to 3.00 pm. Staff are only available during office hours and all after-hours bookings will need to be organised well in advance as staff are not available to answer queries after-hours.
2. Room hirers pay one of two rates, based on the following criteria:
Community rate: bookings from not for profit agencies, activities provided for community benefit with fees charged for cost recovery or charitable fundraising, social enterprises which foster cultural, creativity and/or health and wellbeing outcomes.
Commercial rate: business operation, sole-trader activities that are part of a business where fees are applied to derive profit from the activity.

Casual hires of any City of Fremantle facilities may be covered under the City's insurance for public liability if the hire is for 10 days or less in one year.

3. All other hire, including incorporated bodies, sporting clubs, associations of any kind or profit making or commercial activities must have current insurance cover for:
 - Public Liability to the value of \$10,000,000
 - Workers Compensation to the full extent of liability under the workers' Compensation act (if applicable).A copy of the insurance Certificate of Currency (for the specific event and indemnifying the City must be provided). If not already held, Insurance Cover, may be available through the Local Government Insurance Service's Community insurance. Information may be found on the LGIS website www.lgiswa.com.au.
4. The hirer shall indemnify the City of Fremantle against:
 - Loss of or damage to City owned property, including existing property.
 - Claims by any person against the City of Fremantle in respect of personal injury or death, or loss of or damage to any property arising out of or as a consequence of the actions of the hirer.
5. Rooms are available for hire only when not required for City of Fremantle programs and activities. Ongoing bookings can only be made to the end of the current term and require rebooking in writing.
6. Hire suitability will be determined based on the hire purpose and possible impact on other activities/services being delivered at the same time as requested.
7. A key bond must be paid by all hirers for after-hours bookings. The bond will be refunded by cheque within 30 days of the end of the room hire agreement and return of the key. It is the hirer's responsibility to organise a key-pick up and return, in person from the Fremantle Library in office hours.
8. One-off room hire bookings are to be paid at least 24 hours in advance. A Tax Invoice will be issued in advance to long term room hirers on either a monthly or quarterly basis as requested.
9. Any contact with the media which refers to the venue must first be discussed with the City of Fremantle Communications Team.
10. A laptop and data projector is available for use on request. Hire fee and equipment bond apply.
11. No storage is available. All equipment must be removed from the venue at the end of each session.
12. The City of Fremantle phone number and address can only be used for directions. All mail sent to the City of Fremantle for room hirers will be returned to sender, and in person/phone enquiries will be directed to the contact person on this agreement.

13. The City of Fremantle Administration and Library is a smoke free venue both inside and outside at all times. Please inform your group.
14. No liquor is to be bought to or consumed at the City of Fremantle Administration and Library.
15. Children must be supervised by their legal guardians, care givers or parents at all times.
16. All hirers must:
 - Respect the privacy and security of other groups using the building.
 - Replace furniture and equipment after use.
 - Leave the room tidy.
 - Report breakages, incidents or accidents to staff within 24 hours in writing via email.
17. After-hours hirers must also:
 - Collect and return a swipe card from the Fremantle Library in office hours.
 - In the event of failing to pick-up a swipe card prior to a booking our cancellation policy applies.
 - Turn lights and air conditioners off when leaving.
 - Ensure all doors and gates are closed when leaving.
 - The group facilitator should be the last to leave the building.
18. Cancellation Policy
 - Cancellations have to be in writing via email. Cancellations via social media (Facebook, twitter or Instagram) are not accepted.
 - Full credit or refund can only be offered for cancellations made at least one week prior to the booking date.
 - Credit for future room hire will be offered if at least 24 hours' notice is provided, except:
 1. Weekend bookings – minimum 48 hours' notice required
 2. Monday bookings – cancellations must be received by 3pm Friday
 - No refund or credit will be offered for cancellations that do not meet the above requirements, or for no-shows, or for failure to collect a swipe card.

Safety and Emergency

1. Locking up

Ensure all doors and the exit gate in the Courtyard is closed, which will automatically lock them.

2. Emergency Exit

Follow signage and emergency exit plans located in rooms.

3. Emergency phone

For any emergencies or issues outside of office hours please contact the City of Fremantle Community Safety officers on 1300 360 666. For fire, police, or ambulance, dial 000.

4. After Hours Maintenance

For power or water outages please contact the dedicated After Hours Maintenance mobile on 0410 466 035. This number cannot assist with access to the building in the event of a lost or uncollected swipe card.

5. First Aid kits and incident reports

Hirers are responsible for their own first aid equipment and the management of incidents. Please report any property damage to the City as soon as practicable.