

Koolambidi Woola (Youth Precinct)

Conditions of Hire

Please ensure that you have read and understood the conditions of hire prior to submitting the booking form.

Should you have any urgent issues outside of business hours (including set-up and pack-down), please phone 9792 7000, which will connect you to an after-hours service that can contact the appropriate person to assist you.

General Requirements:

- All applicants must be over 18 years of age.
- Any changes to an existing booking must be made in writing no later than 7 days prior to the booking date.
- Please see information on the City's website for [Planning an Event](#). If you are unsure whether your activity will require an event permit, please contact the City's events team on 9792 7000.
- If you wish to host an event at this venue, large applications (50+ persons) should be submitted at least 8 weeks prior to ensure sufficient processing time.
- The Koolambidi Woola booking form does not eliminate the requirement for an event permit application (if applicable).
- Speaker and microphones are available for use and must be returned to the lockable cabinet and the key to the lockable cabinet must be placed back in the lockbox both located in the storeroom. Note, you must comply with the Environmental Protection (Noise) Regulations 1997.
- Loss or damage to the speaker/ any equipment will incur a fee.
- Bookings are not confirmed until approval has been granted by the City of Bunbury.
- The City reserves the right to decline any application for any reason.
- Information regarding availability or costs of facility hires given prior to the assessment of any application is indicative only and not an assurance of approval.
- Payment (if applicable) in full is required to secure your booking. Confirmation of booking will not be issued until payment is received.
- Bond paid (if applicable) will be refunded pending inspection of the venue.
- Instructions on collecting keys will be included in your booking confirmation. You will also be provided with a 4-digit alarm code and instructions to activate/deactivate the building. This information should not be disclosed.
- Ensure the building is correctly secured and the alarm activated upon departure.
- The facility must be left clean and tidy. This includes sweeping and mopping floors, cleaning the kitchen, toilets, and oven, emptying internal bins, and wiping down and packing away equipment.
- Cleaning charges may apply if the facility is not cleaned according to the conditions of hire.
- Turn off all light switches and return the key and completed checklist to the City of Bunbury reception.
- Keys must be returned at the specified time unless otherwise arranged. Loss of keys will incur a fee.
- All parking signage must be complied with.

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Health Requirements:

- Electrical leads used at the premises must be tested and tagged within the previous 6 months in accordance with AS 3012.
- All food sold or supplied at the event must comply with the Food Act 2008 and the Australian Food Safety Standards.
- Use of the building must comply with the Health (Public Buildings) Regulations 1992.
- Approval is subject to relevant health directions - [Health Guidelines Link](#).

Waste Management Requirements:

- Do not use any type of paint on pavements to mark out stalls, marquees, etc. Heavy fines will be imposed for cleaning if paint is used. Use chalk (not chalk paint) on pavements. Water-based paint may be used on grassed areas.

Indemnity

- Upon acceptance of hire/ booking, you agree to indemnify the City of Bunbury against all actions, claims, demands, or costs arising out of connection with the hire of the facility.
- In consideration for the use of facilities owned by the City of Bunbury, you agree to hold the City of Bunbury harmless for any damages, acts or incidents that occur because of the activities held by the applicant, its agents, servants, contractors, workmen, customers, members or any other person or persons using or upon the venue (other than employees of the City).
- Further, you assume all liability for specific losses arising from the activities held and release the City of Bunbury from all liability and costs incurred arising from or incident to the event.
- The applicant agrees to take all reasonable steps at its cost to ensure that the grounds, buildings and facilities within the Venue used directly by the Permit Holder during the Term, are not materially damaged, and that the Venue is left in a condition deemed acceptable for usage within a reasonable timeframe following the event.