



Margaret River Youth Precinct Hall and Zone Room

Booking Information & Application Form



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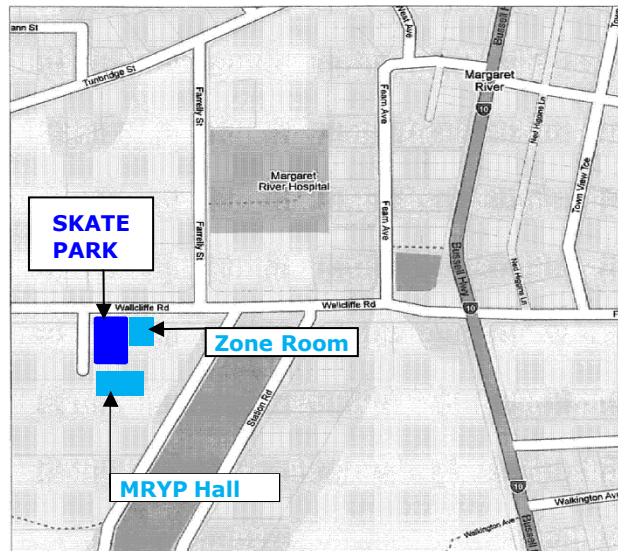
Version Control table

Related Documents	NA
Responsible Directorate	Corporate and Community Services
Prepared by	Community Development Officer
Approved by	Coordinator Community Planning and Development
Date of this Review	January 2021
Next Revision Date	February 2022

1. Facility Details

Location

The Margaret River Youth Precinct (MRYP) Hall and Zone Room are located at the Margaret River Youth Precinct - 31 Wallcliffe Road, Margaret River.



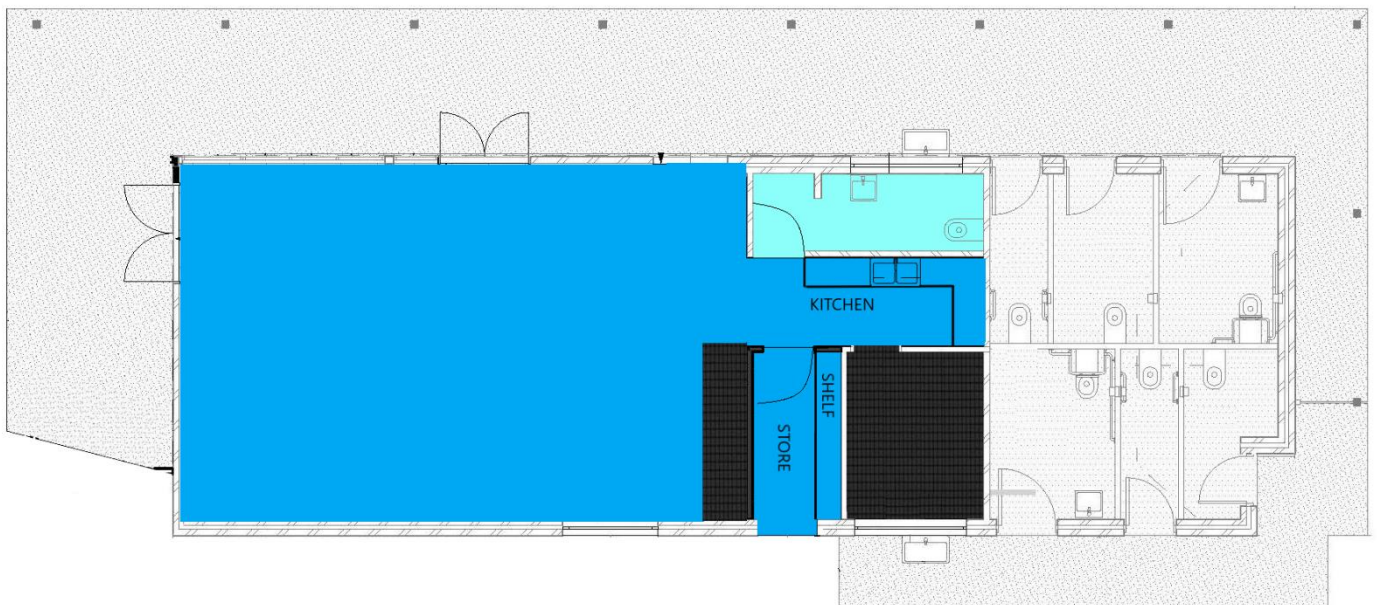
For further information please contact the Shire of Augusta Margaret River, Community Planning and Development Trainee on (08) 9780 5214 or yac@amrshire.wa.gov.au

Facilities

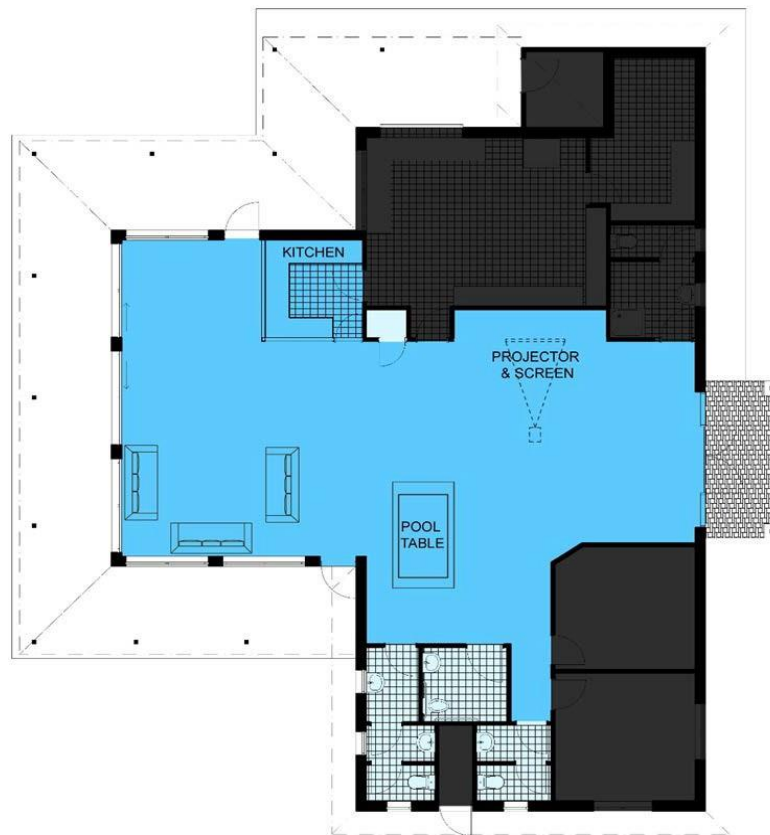
Room	Amenities	Approved activities
Scout Hall	<ul style="list-style-type: none"> • Stackable chairs • Tables • Fridge (includes a small freezer) • Kitchenette with sink, microwave oven, kettle. • Toilet • Utility cupboard with a broom, dustpan and brush. 	<ul style="list-style-type: none"> • Youth events • School holiday activities • Children’s parties • Band rehearsal/music events • Theatre activities • Art classes • Meetings • Training and workshops • Yoga and Tai-Chi • Fundraising event

Zone Room	<ul style="list-style-type: none"> • Pool table • TV and DVD player • Bluetooth Stereo system • Projector screen and projector • Stackable chairs (No. 30) • Tables (No. 6) • Sofas (No. 3) • Fridge (includes a freezer) • Kitchenette with sink, microwave oven, toaster, kettle, plates, cutlery, cups etc. • Bathroom facilities • Utility cupboard with vacuum, broom, dustpan and brush 	<ul style="list-style-type: none"> • Youth events • School holiday activities • Children's parties • Band rehearsal • Theatre activities • Art classes • Large meetings • Conferences • Training and workshops • Yoga and Tai-Chi • Fundraising events
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MRYP Hall Layout



Zone Room Layout



2. Room Hire Procedure

1. Prior to completing an application form, check room availability by contacting the Community Development Trainee on (08) 9780 5214 or yac@amrshire.wa.gov.au.
2. Read the Conditions of Hire (refer to page 7) and fill out the room hire Application Form (refer to page 10). Ensure the person responsible for the booking signs the application form.
3. Submit a completed Application Form, at least 14 days prior to your booking, to the Shire by:
 - Hand deliver to the Shire of Augusta Margaret River Administration Building marked 'Attention - Community Development'; or
 - Email a scanned copy to yac@amrshire.wa.gov.au.
4. The Shire will contact you via email to confirm your booking once an Application Form has been completed and returned to the Shire, if the date you have requested is available. If the date you have requested is not available, you will be advised of the next available time.
5. The Hire Fees will be charged to your credit/debit card **prior** to key collection from the Shire and your event booking date. This can be done either over the phone or via Customer Service at the Shire's Margaret River Administration Building, on the day you pick up the key.

Facility Key/s

- Following your booking confirmation and successful payment, you will be notified to collect the key/s from Customer Service at the Shire's Margaret River Administration building.
- The key/s must be returned to Customer Service at the Shire's Margaret River Administration building within 3 business days of using the hall. Late key returns will incur a key replacement fee to be charged to the credit/debit card. For key replacement fees please refer below.

3. Hire Fees

	Total Amount (\$) Incl. GST
Scout Hall and Zone room	
Hourly Rate for Commercial/Government organisations (any booking of 3 hours or less)	\$34.50
Day Rate for Commercial/Government organisations (any booking over 3 hours)	\$112.00
Discount for Not for Profit and Community Groups	50% discount

Other Potential Charges

The Shire reserves the right to retain the booking's credit/debit card details and charge the following after the hire if applicable:

- Key replacement fee \$70.00 (incl. GST)
- Professional cleaning fee if the room is not left in the same condition upon key collection \$250.00 (incl. GST)
- Replacement costs associated with damage, loss and theft To be determined

The Shire will notify the Hirer prior to processing any of the above charges.

4. Conditions of Hire

These terms and conditions of hire are to be read before signing the declaration on the Application Form. They are to protect both you and the Shire of Augusta Margaret River to ensure that your use of the facilities is both safe and enjoyable. **Failure to observe these conditions could lead to suspension, cancellation of booking and or loss of hire fee.**

1. Applications and Hires:
 - a. The Shire reserves the right to refuse an application;
 - b. The Shire may cancel any booking with one month's notice. If deemed necessary, the Shire may issue an immediate cancellation of any booking;
 - c. The Shire will give bookings for youth services priority over other bookings;
 - d. The Shire reserves the right to revise fees and charges in line with the adoption of the Annual Schedule of Fees and Charges adopted by Council.
2. Noise is to be kept to a level that would give no cause for complaints from residents of the area and must comply with the *Environment Protection (Noise) Regulations*.
3. Smoking and the consumption of alcohol and drugs are prohibited.
4. The facilities are not to be sublet or hired out to groups **unless** authorized by the Shire.
5. The Shire is not responsible for any damage, theft or loss of items belonging to the Hirer.
6. No permanent decorations, signage or fixtures are to be erected without permission of the Shire.
7. The Hirer is aware that CCTV is operational around the Youth Precinct.
8. No fixtures, fittings or furnishings, including electrical installations shall be interfered with, modified or tampered with in any way.
9. Authorized groups are responsible for the security of the facilities' key. Keys are not to be issued to other groups or individuals without Shire permission.
10. It is your responsibility to advise the Shire if you notice problems requiring repair or maintenance, particularly anything that may impact on the safe use of the building. This can be done by contacting the Shire's Community Planning and Development Trainee on (08) 9780 5214 or yac@amrshire.wa.gov.au.
11. The Hirer will be responsible for the repair/replacement of any damage, theft or loss of Shire property caused by the users. All damage (includes breakages), theft or losses to property must be reported immediately to the Shire's Community Development Trainee on (08) 9780 5214 or yac@amrshire.wa.gov.au. Should this not occur the Shire reserves the right to retain the booking's credit/debit card details and charge the designated credit card/debit card with replacement costs. The Shire will notify the Hirer prior to these charges occurring.

12. If there are any accidents or incidents (someone is injured or there is a near miss) that occur in the facility, they must be reported to the Community Development Trainee, so an Accident and Incident Report can be filed.
13. After use:
- a. For the benefit of all user groups, the facility must be left in the same condition in which it was found. All user groups are responsible for their own cleaning, this should include:
 - Washing up and returning to the correct place any items used from the kitchen
 - All surfaces including the cupboards, refrigerator, microwave and tiled areas shall be left in a clean and hygienic condition
 - Sweeping and vacuuming
 - Disposing of all rubbish to an outside bin
 - Checking that the toilets are left in a clean and tidy state
 - Wiping and stacking tables, chairs and other furniture and returning them to their original location
 - b. All lights and other electrical appliances, except for refrigerators and microwave must be switched off at the completion of use
 - c. All doors and windows are to be secured and locked at the end of use. Failure to do so may result in security call out charges being invoiced to the Hirer.
 - d. Return the key to the Shire Administration building within 3 business days of the hire.

Failure to leave the area in a clean and hygienic condition and return the key will result in additional Hirer's charges (refer page 8).

14. The Hirer is responsible for any public liability in respect to their activity if the activity is for profit (i.e. yoga class), is part of any overarching organization and or body (i.e. Scouts), and or is an ongoing regular hire. This includes regular meetings, activities and workshops.
- The Shire's public liability will only cover injury, loss or damage as a result of any proven neglect or default by the Shire.

Hires deemed to be of a casual hire basis are also covered under a Casual Hirer Policy. Casual hirers are individuals or groups who hire a Shire facility for casual hire. Casual hire is deemed to be up to 10 hires of a Shire facility per annum (with no obvious regular use). This cover **excludes** sporting clubs, associations and incorporated bodies of any kind. These groups must have their own Public Liability cover.

For more information about this Policy please contact Shire's Community Planning and Development Trainee on (08) 9780 5214 or yac@amrshire.wa.gov.au.

15. Attendance capacity

**MRYP Hall: 50 people (26 with COVID–19 Restrictions)
Zone Room: 90 people (45 with COVID–19 Restrictions)**

Attendance must not exceed the accommodation capacities determined by the Department of Health. In the event that such numbers are exceeded, the Hirer takes full responsibility for any legal action such as the termination of their function and or any legal proceedings resulting.

16. Advertising

The Hirer must not publicly advertise their event by any medium including flyers, newspapers, posters or the Internet without the prior consent of the Shire.

17. Sale of food

If you intend to sell food, you are required to register with the Shire and show your certificate to Shire upon request.

18. Safety

All electrical cords, fittings, switches and other electrical appliances used by the Hirer must comply with the appropriate Australian Standards and display a current electrical test tag. It is expected that the Hirer will ensure the safety of all persons attending the event, activity or function.

5. Booking and Payment

To book the Zone Room or MRYP Hall you will need to fill out the Application Form (refer page 10), you may want to contact the Community Development Trainee on (08) 9757 5214 or email yac@amrshire.wa.gov.au.

Once you have filled out the application form you can:

- Hand deliver the completed forms to the customer service team at the Shire of Augusta Margaret River building, marked 'Attention Community Development'; or
- Email your completed application to: yac@amrshire.wa.gov.au

After your booking has been approved, the Community Development Trainee will be in contact with you for key handover and payment.

6. Youth Precinct Event Permits

For permits relating to food vans, skate competitions, and/or other events, please direct enquiries to: amrshire@amrshire.wa.gov.au

For further information please contact: Shire's Community Planning and Development Trainee:

Phone: (08) 9780 5214

Email: yac@amrshire.wa.gov.au



Margaret River Youth Precinct (MRYP) Hall and Zone Room Application Form

Applicant's Details:

Name of Individual/Group/Club: _____

Contact Number: _____

Email: _____

Address: _____

Postcode: _____

Facility Required (please tick):

Zone Room MRYP Hall

Approximate number of people attending: _____

Day (please circle): Mon Tue Wed Thur Fri Sat Sun

How Often (please circle): Once off Weekly Fortnightly Monthly

Date required from: ___/___/___ Date required to: ___/___/___

Time required from: _____ to _____

Event type/intention of use: _____

Room Hire Fees	Rate
Hourly rate for Commercial or Government including community use e.g. Birthday parties (3 hours or less)	\$34.50
Day rate for Commercial or Government including community use e.g. Birthday parties (over 3 hours)	\$112.00
Discount for Not for Profit and Community Groups *This fee is exempt from Waiver of Fees and Charges	50%

Total cost: _____

Applicant declaration:

To be completed by the person responsible for the hire:

- Person responsible for the booking must be over the age of 18
- Any young people under the age of 18 must be supervised by an adult whilst in the Zone Room or Scout Hall

I, _____ acknowledge that the information supplied on this application form is true and correct. I have read, understood and agree to the Conditions of Hire. I acknowledge that I am responsible for this booking and all the financial liabilities as a result of the booking.

Name: _____ Signature: _____ Date: ___/___/___



amrshire@amrshire.wa.gov.au
www.amrshire.wa.gov.au

Margaret River

41 Wallcliffe Road (PO Box 61)
Margaret River 6285

T (08) 9780 5255 | F (08) 9757 2512

Office Hours

Mon to Fri, 9am – 4pm

Phone enquiries

8am – 4.30pm

Augusta

66 Allnutt Terrace
Augusta 6290

T 08 9780 5660 | F (08) 9758 0033

Office Hours

Mon to Fri, 9am – 4pm
(closes for lunch 12pm – 1pm)

Phone enquiries

8am – 4.30pm

If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Service:

- TTY users phone 133 677 then ask for 08 9780 5255
- Speak and Listen users phone 1300 555 727 then ask for 08 9780 5255
- Internet relay users connect to the NRS www.relayservice.com.au then ask for 08 9780 5255