

GERALDTON YOUTH CENTRE TERMS AND CONDITIONS

1. BOOKING CONDITIONS

- 1.1. A booking is only confirmed once approved by the City of Greater Geraldton (the City) and a booking confirmation has been issued. All booking requests must be submitted at least 48 hours in advance.
- 1.2. Hire is only available for programs/services that directly support youth development, engagement, and/or wellbeing. Youth are recognised as people aged 12-25.
- 1.3. All applicants must be 18 years or older.
- 1.4. Additional conditions may apply to specific events, including permits, licenses, and approvals depending on the activity.
- 1.5. The hirer is responsible for ensuring all individuals involved in or attending the booking comply with these booking terms and conditions.
- 1.6. The City does not endorse the views or activities of the hirer and use of the venue does not imply any affiliation with the City.

2. VENUE USE AND CONDUCT

- 2.1. Room capacity limits must be adhered to at all times.
- 2.2. Smoking is not permitted inside the venue or within 10 metres of any entrance or air conditioning intake.
- 2.3. Smoke machines and pyrotechnics are not permitted at the venue.
- 2.4. The hirer is responsible for ensuring the venue is left in accordance with the post booking requirements provided. Failure to comply will result in the hirer incurring additional charges.
- 2.5. The hirer is responsible for any damage caused to the premises, furniture, fittings or equipment during the booking period. Any damage must be reported to the City immediately and may result in additional charges.
- 2.6. Venue equipment must not be removed from the premises. Unauthorised removal may result in additional charges.
- 2.7. The hirer is fully responsible for ensuring all appropriate permits are obtained if food is sold or prepared at this venue. Please contact environmentalhealth@cgg.wa.gov.au or 9956 6600 for more information.
- 2.8. Alcohol is prohibited from being consumed or sold at this venue. Alcohol consumption may result in immediate suspension of the current booking and refusal of future bookings made by the hirer.

City of Greater Geraldton

PO Box 101 Geraldton WA 6531

Geraldton Civic Centre T 08 9956 6600

Mullewa District Office T 08 9956 6643

E council@cgg.wa.gov.au W www.cgg.wa.gov.au

ABN 55 907 677 173

Community and Culture

TRIM REFERENCE

D-25-093579

- 2.9. The hirer is responsible for any equipment brought in by the hirer. All electrical equipment must be tested and tagged in accordance with the AS/NZS 3760:2022 Standard.

3. ACCESS REQUIREMENTS

- 3.1. The hirer is permitted to only use the room(s), dates, and times as specified in the booking confirmation. Setup and pack down time must be included in the requested access times.
- 3.2. The hirer has exclusive use of the room(s) specified in the booking confirmation, however there may be other rooms in use during the hirers' booking time. Hirers must be respectful of other users at all times.
- 3.3. The hirer must complete an induction before accessing the venue for the first time or if the City deems an induction is required.
- 3.4. If the alarms are activated due to the hirer accessing the venue outside of the specified times, the hirer will incur an additional charge for the security call out fee.
- 3.5. Accessing areas not specified in the booking confirmation will result in the hirer incurring an additional charge.
- 3.6. The City retains the right to access any part of the venue at any time to ensure operational requirements are met.
- 3.7. The hirer must ensure that the venue is secured upon departure, and any security concerns or incidents must be reported to the City. If there is a security call out due to the hirer failing to secure the building, the hirer will incur an additional charge.

4. FEES AND CHARGES

- 4.1. Payment is to be made in its entirety before access to the venue is granted. Council sets Fees and Charges annually and cannot be changed. Please refer to the City's website for the [Schedule of Fees and Charges](#).
- 4.2. A bond will be charged according to the current Fees and Charges. Any additional charges according to these terms and conditions will be deducted from the bond. If the total cost exceeds the bond amount, the hirer remains liable for the full amount and must pay the outstanding balance.

5. CANCELLATIONS AND CHANGES

- 5.1. Cancellations or changes by the hirer must be submitted via the designated online venue booking system. Cancellation fees apply immediately upon the hirer receiving a booking confirmation.
- 5.2. Cancellations made more than 7 days prior to the booking date will receive a full refund of the total hire fee. Cancellations made within 7 days of the booking will incur a charge of **50%** of the total hire fee.
- 5.3. The City may cancel or reschedule bookings for maintenance, emergencies, or community priorities. Where possible, the City will endeavor to provide at least 7 days' notice. A full refund of the total hire fee will be provided to the hirer.

6. COMPLIANCE AND SAFETY

- 6.1. The hirer is responsible for ensuring the compliance of child related legislation, including holding valid Working with Children Checks. More information can be found at <https://www.wa.gov.au/organisation/departments/community-development/working-children-check-who-needs-wwc-check>
- 6.2. The hirer must follow all directions from the relevant health authorities, including public health advice and safety protocols.
- 6.3. The hirer is responsible for any damage to, or loss of property brought into the venue, as well as for any injury, loss, or damage arising from accidents or negligence during the booking period.
- 6.4. The hirer is fully responsible for providing public liability insurance to a minimum of \$10 million.
- 6.5. The hirer is responsible for identifying and managing any health and safety risks associated with their booking, including safe setup and use of equipment, emergency planning and hazard reporting.
- 6.6. The hirer is responsible for familiarising themselves with the evacuation procedure and safely evacuating all attendees in the event of an emergency.
- 6.7. The hirer is responsible for providing appropriate first aid resources and ensuring a sufficient number of trained first aiders are present during the booking period.

7. RIGHT TO REFUSE OR CANCEL HIRE

- 7.1. The City reserves the right to refuse, cancel, or suspend any hire at its discretion.
- 7.2. Bookings will not be permitted if the booking:
 - Involves unlawful activity
 - Is likely to bring the City into disrepute
 - Poses a risk to public safety or the wellbeing of attendees, staff, or the community
 - Conflicts with the intended use or capacity of the venue
 - Is deemed inappropriate or unsuitable by the City