



# **WANDU PROGRESS ASSOCIATION INC.**

## **WANDU COMMUNITY FACILITIES CONDITIONS OF HIRE FOR PERMANENT USER GROUPS**

### **Applicable to all Wandu Progress Association (WPA)/City of Kwinana Facilities**

Under the Management Agreement with the City of Kwinana (CoK) the Wandu Progress Association Inc. is responsible for the daily management of the community facilities.

The Wandu Community Centre is run by unpaid volunteers resulting in hire charges being at a lesser rate than a CoK facility. Therefore we expect that permanent user groups hiring the facilities will assist in the care of the area they hire, allowing the group following a clean space.

This will be done by-

### **1. Hirers Responsibilities**

- 1.1 The hirer is responsible for the behaviour of all persons attending
- 1.2 Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue
- 1.3 Hirers are responsible for any public liability in respect to their activity. The Wandu Progress Association's public liability will only cover injury; loss or damage as a result of any proven neglect or default by them
- 1.4 Should any accident and/or injury occur in the hired venue as a result of the hirers function and/or activity or general hire of the venue, the Wandu Progress Association cannot be held liable under any circumstance
- 1.5 Keep outside doors and windows closed where possible and ensure they are locked at the conclusion of your function
- 1.6 It is the responsibility of permanent hirers to inspect the facility before exiting making sure it is clean and tidy for other users
- 1.7 Hirers are to report any faults to the WPA representative as soon as possible so repairs can be made
- 1.8 Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises
- 1.9 The Wandu community Facilities are a combined use area with The Pavilion, Community Hall, Clubrooms, Oval, Children's Playground, Tennis Courts, BBQ area and Equestrian Centre. At times there may be activities run by other organisations; it is hoped that all hirers will work in harmony and enjoy their activities without interruption.
- 1.10 Equestrian clubs are a large user of the arena; you may have horses at times moving beyond or on the arenas. Be aware that children should be supervised at all times while in the location of the arenas.
- 1.11 Horses can be frightened by a sudden movement or loud/sharp noise; care should be taken in this respect.
- 1.12 At no time should any adult or child access the arenas while horses are using this area.
- 1.13 Take notice of any signage

### **2. General Cleaning**

- 2.1 At the conclusion of the club session the facility shall be left in a clean and tidy condition
- 2.2 External surrounding areas hired or used as part of the group activities e.g. car parks, verges and park lands to be left clean and tidy
- 2.3 Make sure all fans/air conditioning/heating and lighting is switched off
- 2.4 Sweep all floors that were used
- 2.5 Spot mop any spillage
- 2.6 Stack tables and chairs then return to designated storage areas
- 2.7 Place all rubbish in external wheelie bins

### **3. Toilets**

**3.1** Bins are to be empty of hand towel, etc.

**3.2** Hand basins should be left clean with grubby marks removed

**3.3** Floors are to be left clean of any material that may have been carried in on feet or clothes

**3.4** All facilities on the community site are serviced by rain water; there is no scheme water in this part of Wandí therefore we ask that care is taken when using this water. If it doesn't fall from the sky we have to buy it in and hire costs will have to go up.

**3.5** Waste water is processed on site by an ATU (anaerobic treatment unit) there is no deep sewage in this part of Wandí. TAKE CARE with the disposal of chemicals, do not tip them down the sink. If you do there is a risk of killing the bacteria and the system will fail.

**3.6** Sanitary napkins should be disposed of in the bins provided, do not flush they may affect the pump out system of the ATU.

### **4. Amenity Area**

**4.1** Benches and sinks to be wiped down

**4.2** Cups, spoons and other items to be removed and stored in club areas

**4.3** Urn to be turned off when leaving

**4.4** Tables and chairs to be wiped over

**4.5** Fridge to be left clean

### **5. Additional Applications/Bookings & Charges**

**5.1** Additional hire dates must be applied for in writing

**5.2** All applications must be on the official application form

**5.3** Busy bees or additional meeting times must be approved by the WPA representative

**5.4** Additional booking rates will be at the discretion of the WPA

**5.5** A bond may apply for additional bookings and will be determined by the WPA

**5.6** A booking fee/deposit may apply to additional bookings and will be at the discretion of the WPA

**5.7** Cancellations made less than two weeks before the hire date will forfeit the deposit

**5.8** The hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility

**5.9** Additional hire will be subject to the same conditions of CASUAL HIRE

### **6. Keys/Security**

**6.1** Keys will be allocated by the WPA to the permanent group representative

**6.2** Secured keys cannot be copied and distributed within the group

**6.3** Non secured keys may be copied but caution should be taken in this area

**6.3** Loss of any keys are to be reported to the WPA representative

**6.4** Cost of replacement keys will be passed onto the group

**6.5** A security code will be issued to each permanent group it should not be shared beyond the group key holder

**6.6** The WPA representative is to be notified when the permanent key holder changes, this may be at the club AGM or if the club elects to change the key holder during the year

**6.7** If an electronic card is issued, all the above apply

### **7. Wandí Progress Association Responsibilities**

**7.1** The Wandí Progress Association will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control. The WPA becomes a third party for any major issues that may require CoK and outside contractor maintenance

**7.2** The Wandí Progress Association is not responsible for any damage, theft or loss of items belonging to or the responsibility of the permanent hirer

### **8. Disputes**

Any disputes concerning the above must be made in writing and addressed to the Wandj Progress Association Inc.