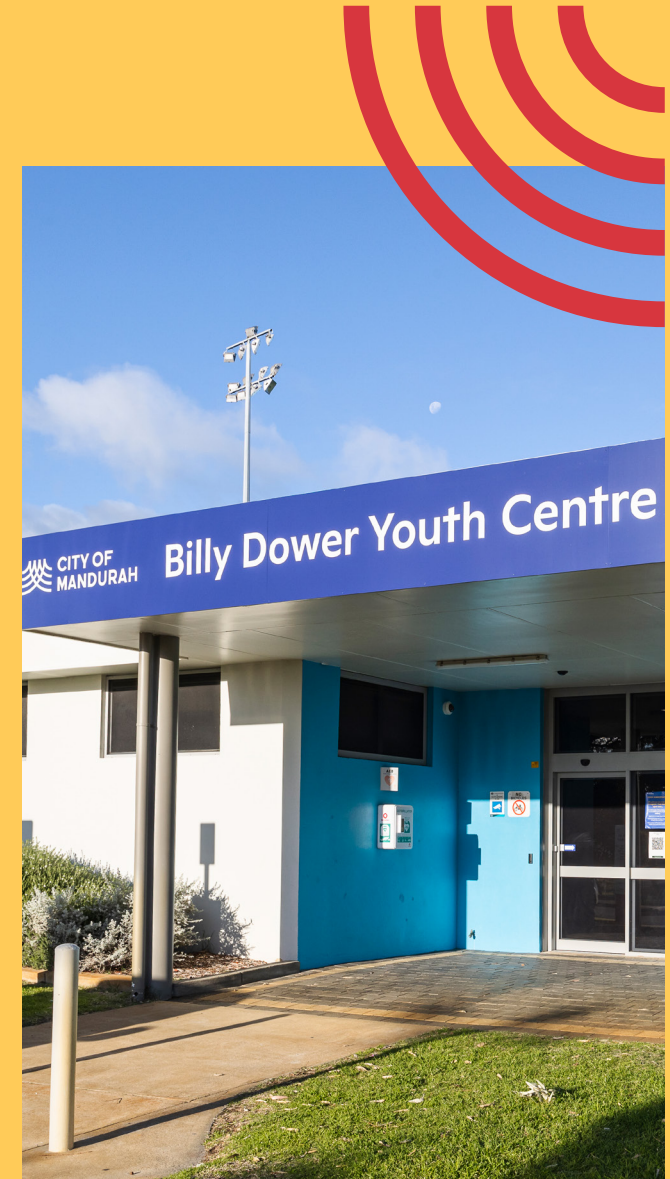


# Room Hire

Application Form 2023-2024



Billy Dower Youth Centre (BDYC)  
41 Dower St, Mandurah WA 6210  
E: [youth@mandurah.wa.gov.au](mailto:youth@mandurah.wa.gov.au)  
P: 9550 3670  
W: [www.mandurah.wa.gov.au/youth](http://www.mandurah.wa.gov.au/youth)

Room	Main Hall	Activity	Kitchen	Training	Computer
All prices include GST	Fee per hour	Fee per hour	Fee per hour	Fee per hour	Fee per hour
Commercial Casual/Private Function	\$72.00	\$57.50	\$34.00	\$26.75	\$40.00
Commercial Regular	\$55.50	\$51.00	\$27.75	\$22.25	\$36.25
Community Casual	\$44.25	\$38.25	\$20.25	\$16.50	\$24.00
Community Regular	\$33.00	\$31.50	\$16.50	\$13.25	\$20.25

1

Contact BDYC to make a tentative booking and check availability

2

Return the completed form, pay the bond

3

Pay the hire fee, collect the key and complete an induction

4

Leave the premises in a clean and tidy state and return the key

# Conditions of room hire

## Bookings

The person representing the group or organisation responsible for the bond payment is to be the only signature on the application form. If approved your booking will be confirmed in writing.

## Keys & Building Induction

A building induction will need to be completed by the person responsible on site during hire period. Keys will be issued on completion of induction: Monday - Thursday 8 - 4pm.

## Payments & Bond

A \$253 bond applies to all room bookings. The bond must be paid prior to date of hire. Pay at City of Mandurah administration in person or by phone on 9550 3777 during normal business hours. A fee of \$37.75 is applicable on all cancellations less than seven days prior to the date of the booking.

## Cleaning & Damage

- Check the room for any damage. Notify staff immediately should any damage be noticed / incurred.
- It is your responsibility to leave the room clean and tidy. If the room is deemed to require cleaning you will be invoiced \$250 for professional cleaning.

## Return of Bond

Bond is returned on payment of invoice, providing rooms are;

- Left in a clean and tidy state
- No damage caused by your hire
- Keys are returned (if lost fee is \$50 per key)

## Insurance

- » You will need to provide evidence Public Liability Insurance to the value of \$20 million if you are:
  - Hiring the facility more than 12 times in a calendar year;
  - A sporting body, club, association, corporation or incorporated body (even if you are hiring less than 12 times in a calendar year); or
  - Holding an event that is open to the public.
- » If you are hiring the facility less than 12 times in a calendar year AND you are a non-commercial, non-profit making and non-incorporated body you are covered under the City's Casual Users Liability Insurance.

## Please note

The City of Mandurah will apply your bond to any breach of the Conditions of Room Hire, including failure to pay accounts, unauthorised use or any other breach as deemed necessary by Executive Manager Community. Damage noted by the next hirer that you do not report, may be attributed to your organisation and could result in loss of bond.

Complete this form and return to Youth Development at least 7 business days prior to your booking.

Your booking will be confirmed via email.



# Application form

## Name and Address of Group/Organisation

\_\_\_\_\_

## Person responsible for this booking

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Applicant responsible for the booking must be 18 years and above. Any people under age must be supervised by an adult whilst in the centre.

## Booking Details

Room required: \_\_\_\_\_ No. of participants \_\_\_\_\_

Day (circle): M T W T F S S

How often (circle): Single Weekly Fortnightly Monthly

Date required: from \_\_\_\_\_ to: \_\_\_\_\_

Time required: from \_\_\_\_\_ to: \_\_\_\_\_

Equipment (how many) \_\_\_\_\_ Chairs \_\_\_\_\_ Tables

Any additional information/requirements:

\_\_\_\_\_

## Applicant's Declaration

I \_\_\_\_\_ acknowledge that the information on this application is true and correct and that I have read and agree to the booking procedure and accept all conditions of hire.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

