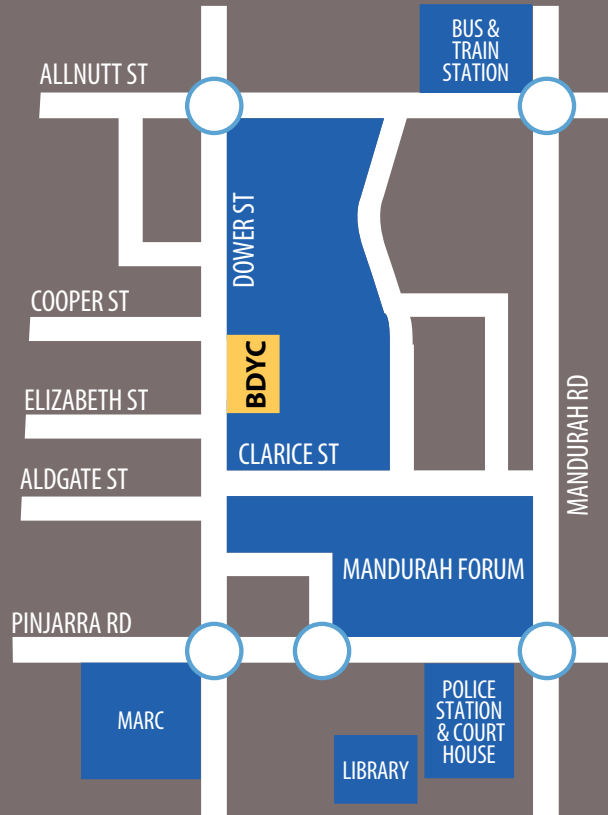


Room Hire

Application Form



Billy Dower Youth Centre (BDYC)
41 Dower St, Mandurah WA 6210

E: youth@mandurah.wa.gov.au

P: 9550 3670

W: www.mandurah.wa.gov.au/youth

Room	Main Hall	Activity	Kitchen	Training	Computer	Counselling
All prices include GST	Fee - Per Hour	Fee - Per Hour	Fee - Per Hour	Fee - Per Hour	Fee - Per Hour	Half Day Hire
Commercial Casual/Private Function	\$65.00	\$52.00	\$31.00	\$24.00	\$36.00	\$20.00
Commercial Regular	\$50.00	\$46.50	\$25.00	\$20.00	\$33.00	\$15.00
Community Casual	\$40.00	\$34.50	\$18.50	\$15.00	\$21.50	\$7.00
Community Regular	\$30.00	\$28.50	\$15.00	\$12.00	\$18.50	\$5.00

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 hire

Bookings

The person or group representative 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

Collect the keys from the Billy Dower Youth Centre Mon to Thurs 8am - 4pm.

Checklist

Check the room for any damage and immediately notify the Billy Dower Youth Centre on 9550 3670 of any damage to the room that may have occurred during your use.

Payments & Bond

A \$253 bond applies to all room bookings. Bond is to be paid at City of Mandurah Administration 3 Peel Street, Mandurah during normal business hours, or by calling 9550 3777. A fee of \$35.50 is applicable on all cancellations less than seven days prior to the date of the booking.

Cleaning

It is your responsibility to leave the room in a clean and tidy state at the end of your usage. If the room is left untidy you could be invoiced up to \$160 for professional cleaning and detailing.

Return of Bond

Upon payment of your account, bonds will be released within 21 days of the booking if the following conditions are met:

- The room is left in a clean and tidy state inside and out.
- There is no damage caused by your user group.
- Keys returned (if lost fee is \$50 per key)

Insurance

You will need to provide Public Liability Insurance to the value of \$10 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 Hire Agreement including failure to pay accounts, unauthorised use or any other breach as deemed necessary by the Executive Manager, Community. Damage noted by the next user group that you do not report may be attributed to your group and could result in loss of bond.

Complete this form and return to Youth Development located at Billy Dower Youth Centre, 41 Dower Street, Mandurah or via email to youth@mandurah.wa.gov.au at least 14 days prior to your booking.



Application form

Name and Address of applicant/group/club:

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: _____

This is an application only. If approved your booking will be confirmed via email.

