

# BASSENDEAN COMMUNITY MEN'S SHED INC

## SHED RECREATION AREA HIRE APPLICATION

### DEFINITIONS

“Shed” means the Bassendean Community Men’s Shed Inc

“shed” means the building at 1A May Holman Drive Bassendean

“recreation area” means that part of the shed between the front entrance and the doorway to the workshop.

“workshop” means the area that commences at the recreation area/workshop dividing wall or door and runs to the rear of the shed

“Town” means the Town of Bassendean, the owner of the building.

“Meetings” means those where the main activity is a meeting of members for the purposes of discussion and general interaction. This covers: community meetings, free workshops or educational purposes with no charge for attendees.

“Social” means those of a party nature beyond that of a Meeting.

“Commercial” means those using town facilities for financial gain eg yoga classes.

### FACILITY AVAILABLE FOR HIRE

Location	1a May Holman Drive, Bassendean		
Recreation area	Available for hire when not in use by the Shed. Normally between the hours of 5pm to midnight on weekdays or 8am to midnight on weekends. Times are inclusive of set-up and pack-up requirements.		
Kitchen	Fridge, microwave, sinks and urn. (Hirer to provide own utensils)		
Space	Seated up to around 40 persons. Fold-up tables also available. Stand up up to around 30 people.		
Alcohol	Alcoholic drinks are NOT to be made available or consumed at the site.		
Toilets	Three including one disabled access.		
Parking	11 on site places including one disabled, plus on street parking.		
Fees	Meetings:	weekdays: \$16.00/hr	weekend: \$18.50/hr
	Social:	weekdays: \$40.00/hr	weekend: \$45.00/hr
	Commercial:	weekdays: \$29.00/hr	weekend: \$35.50/hr
Bonds	Hire and Key bonds in accord with current Town charges		
Terms & Conditions	Both the Shed’s and the Town’s Terms and Conditions of Hire apply. The latter requiring sufficient notice for consideration prior to the proposed event.		

Note: The workshop is not for hire.

# SHED RECREATION AREA HIRE APPLICATION

## APPLICANT

Indicate if you meet any of the following criteria: (If so, please provide copy of Certificates)

Not for Profit       Incorporation       Senior Citizen Association

Name of Hirer .....

Contact Person .....

Postal Address .....

Suburb ..... Postcode .....

Phone (H) ..... (M) .....

Email Address .....

## BOOKING REQUEST

Day/Date ..... Start Time ..... Finish Time .....

Type of event:  Meeting       Social       Commercial

Number of persons/participants attending .....

Age range of attendees/participants?  0 – 15  16 – 25  26 -35  36 – 50  51 – 65  66+

Please complete below if continuation casual bookings are required

Day/Date	Start time	Finish time
.....	.....	.....
.....	.....	.....

## MISCELLANEOUS

Specialist equipment you intend to use .....

Type of Entertainment .....

FOOD - Are you providing food? Yes  No  Will it be provided free of charge  or Sold

(If Sold - Town of Bassendean Health Services - Temporary Food Business Permit to be provided.)

RISKS - Should there be any risk to Town property or Shed fittings and/or the safety & wellbeing to attendees or other persons located at the facility a Service Disclosure Statements/Risk Management Plans is to be provided with your application.

Confirm that you evaluate No  risk (ie you accept full responsibility for this decision)

PUBLIC LIABILITY INSURANCE - The Hirer is required to have current public liability insurance.

Confirm that copy of your certificate of currency for public liability cover is attached.  Yes

Acceptance of Conditions I declare the information provided in this application is true and correct. I have read and understand the Shed's and Town's conditions and are authorised to accept them on behalf of the hirer / club / group / school named previously.

NAME OF APPLICANT: .....

SIGNATURE OF APPLICANT:.....DATE: ..... /..... / .....

Written advice will be provided once your booking has been confirmed. Please note that submitting this application does not secure a booking.

# **BASSENDEAN COMMUNITY MEN'S SHED INC**

## **SHED RECREATION AREA**

### **SHED TERMS AND CONDITIONS OF HIRE**

The Bassendean Community Men's Shed located at 1a May Holman Drive has as its main focus the well being of men. It is a non-profit organisation with rules governed by its Constitution and Terms of its lease with the Town of Bassendean. The shed does not employ staff and relies on the volunteer efforts of its members.

The following Terms and Conditions reflect that position and are additional to those applied by the Town of Bassendean, the owner of the building.

1. Applicants are required to be over the age of 18 years of age and must apply to book by completing the Shed Recreation Area Hire Application form, accepting the terms and conditions of use. Hirers must allow for any set-up and pack-up or cleaning time required when completing the hire application.
2. Completed and signed applications for hire should be made one week earlier than the timelines indicated in the Town of Bassendean Terms and Conditions to allow for the Shed to consider the application prior to referring it to the Town of Bassendean for their consideration.
3. Approval to use the recreation area applies only to the purpose, day(s) & time(s) outlined on your confirmation of booking letter provided to you. Any changes to bookings must be made in writing to the Shed. Please note a \$20.00 late administration fee will be applied for changes to bookings within 10 days of event.
4. Anti-social behaviour will not be tolerated.
5. Payment of any Shed Charges and Bonds are required prior to the commencement of use. EFT facilities are acceptable.
6. Directions as to access arrangements and cleaning after use will be provided with the booking letter.
7. Please note each year the shed closes for the festive season. It is the responsibility of hirers to ensure they are aware of the change in opening hours and as necessary make other arrangements.