

CONDITIONS OF HIRE

Casual Bookings

1. Confirmation of a booking requires the payment of a non-refundable 20% deposit (or 50% deposit if you are from out of state). The balance of the hire fee and the bond must be paid 30 days prior to the event. The full balance of the hire fee, bond & cleaning charge is to be paid at least 30 days before the event.
2. A bond is applicable for the following events - \$1,000 for Weddings; \$500 for Corporate / Large group bookings; \$300 Small group bookings. Management retains the right to increase the bond dependant on the type of event. The bond may be used to cover the cost of additional cleaning, repair of damage or additional usage. A mandatory cleaning charge applies to every wedding booking or large group booking. If Centre Management allows you the option to clean the facility and it is not cleaned to the appropriate standards then additional cleaning charges will apply.
3. All cancellations must be received in writing by the signatory on the original Facility Hire Application Form. The 20% deposit will not be refunded. The full hire fee will not be refunded if a booking is cancelled 21 days or less before the event.
4. **Under no circumstances are posting of invites on Facebook, Twitter or via mobile phone be tolerated. The Serpentine Jarrahdale Community Recreation Centre reserves the right to cancel a booking and retain the deposit made should it become aware of the posting of a booking invite on social media sites.**
5. Any function that causes the carpet to require steam cleaning will have the cost of the cleaning taken out of the bond payment.
6. All rubbish is to be placed in bins provided. Where food is consumed and/or the kitchen is included in hire, all food scraps are to be wrapped and placed in the bins provided. Larger bookings may be asked to provide skip bins, at user groups expense to manage the litter and rubbish effectively.
7. Any damage caused during the hire of the facility **must be reported to the Duty Manager.**
8. Arrangements will be made for the refund of the bond on receipt of advice from Centre Staff that the facility has been cleaned according to hire conditions and considering damage, if any. Please inform the Duty Manager when you are leaving for a final inspection. Bond refunds will be reimbursed within 14 days.
9. Arrangements for the hanging & dismantling of decorations must be made with Management upon confirmation of the booking.
10. The driving of tacks, nails, screws or affixing of adhesive materials etc. into or on any of the woodwork or walls or any part of the building, furniture or fixtures is strictly forbidden.
11. The hirer is responsible for the actions and behaviour of their group/guests whilst using the Serpentine Jarrahdale Community Recreation Centre. The hirer will take responsible steps to ensure each member of the group maintains a reasonable standard of behaviour.
12. The transporting of plants, furniture or fittings may not take place until permission is obtained from Centre Staff.
13. Any individuals whose behaviour is, in the opinion of the Centre Staff, detrimental to other patrons of the Serpentine Jarrahdale Community Recreation Centre, or owner/occupiers of property in the vicinity of the premises, or who, in the opinion of the Centre Staff, do not adhere to centre rules, including the use of profane language, or who marks, damages or defaces the premises may be directed to vacate the premises by a member of the Serpentine Jarrahdale Community Recreation Centre Staff.
14. Any member of Centre Staff of Serpentine Jarrahdale Community Recreation Centre, or any authorised agent of the Centre, shall be permitted free access to the facility during the function/activity and shall be given every assistance for the enforcement of these hire conditions.
15. Any hirer of any area within the Serpentine Jarrahdale Community Recreation Centre shall comply with the provision of the Health Act 1911, the Police Act 1892, the Liquor Act 1970, the Criminal Code and State Electrical Commission regulation and any other Act in force for the time being, applying to such hiring of the facility.
16. If liquor is being sold at a function or is included in the price of the admittance ticket, written permission must be obtained from the Centre Manager prior to confirmation of booking.
17. The Serpentine Jarrahdale Community Recreation Centre is a Local Government owned non-smoking facility and therefore **smoking is strictly forbidden throughout the entire Centre.** Cigarette ash and butts are to be deposited in the ashtrays provided outside at front of the Function Room entrance.
18. Management reserves the right to cancel any booking. Written notice will be forwarded prior to the event. The deposit, hire fee and bond will be refunded at management's discretion.

19. Set up time must be allowed for in your requested booking times. This includes the set up of all tables, chairs, and any other facilities or equipment requested
20. Pack away time must be allowed for in your requested booking times. Pack away includes the wipe down and clean of all equipment used, including tables and chairs, and the neat placement of these pack in the appropriate places, as designated by Centre Staff.
21. If your booking runs over time, please note that you will be charged in additional 30 minute increments, and this fee will be deducted from your bond.
22. Any bookings for an 18th or 21st birthday party need to be appropriately supervised. You may be requested to source additional security personnel for your event, at a charge to the hirer. The bond for 18th and 21st parties is \$1,000.
23. Any changes to your booking may incur additional charges. Please ensure that you have thoroughly checked your confirmation and have requested the use of all facilities and equipment for your booking prior to the commencement of your function.

Rock Climbing Specific Terms and Conditions

24. All participants must be listed on the group form which is to be signed by the group leader. It is the responsibility of the group leader to obtain written or verbal permission from the participants parent or legal guardian if under 18 year of age. Please note, if you have any participants over the age of 18 they are required to complete an additional disclaimer form. This form is available from Serpentine Jarrahdale Community Recreation Centre.
25. If you have any participants who are not climbing but are belaying (holding the ropes), they will also need to complete a disclaimer form. If the Belayer is under 18 years of age they will need their disclaimer form signed by a parent or guardian.
26. We require 7 days prior notice if your number of participants is less then booked, or you will be charged the rate for the booked number of participants. Without 7 days notice, arriving with more than booked numbers may result in an unsafe instructor to participant ratio and may result in some participants not being permitted to participate.
27. You must provide at least one leader per 10 participants to supervise the group's behavior for the entire duration of your group's visit. The leader must ensure that the participants follow the centre rules. The leader is not permitted to climb.
28. To ensure the group is participating on time, please ensure that you organize payment before you arrive at our centre. We only take one payment (or it would impact on the participation time) - please have your group leader collect the money and pay upon arrival.
29. Bookings for groups with participants who are under 12 years of age require adult assistance. Children under the age of 12 years are not permitted to do the safety rope work (belaying). Your group must provide adults who will be responsible for doing the safety rope work (belaying) for the children and there for will not be permitted to climb. Adults who are doing the safety rope work (belaying) must complete their own disclaimer form prior to belaying. The number of safety rope operators affects how quickly the children can be rotated from rope to rope.
30. If you have booked a group that has members with special needs, please advise us of the conditions so we can cater for the individuals needs. Please note that any group with special needs requires more leaders to assist. Your group should have 1 carer to every 3 special needs individuals.