



**15 Patrick Court, Girrawheen WA 6064. (Girrawheen Hub) Email:  
info@oacwa.com.au**

## **OAC WA INNOVATIVE CENTRE AND COMMUNITY HALL - YOKINE**

### **Casual Hire Application Form**

### **TERMS AND CONDITIONS**

**Please read the following information before proceeding with this Application Form:**

- Please be aware that this property you are about to use is owned by the city of Stirling which has been leased to the Organisation of African Communities of Western Australia. (OAC-WA).
- This application is to register your interest in casual hire of this Community hall which only holds 20-25 people. The information you provide in this application is important and the application will be processed as per the details provided, so please ensure all details are accurate.
- Submission of this application form does not, in any way, guarantee or confirm your booking. The **OAC -WA** has the right to determine whether the type of booking / event is in the best interest of the Organisation of African Communities and its core values or objectives.
- Since the use of this hall/centre is free of charge for Community Organisations affiliated to the OAC-WA, it is imperative that all applications be processed as received and the applicant will be contacted should there be any concerns regarding your application. **Venues must not be accessed until a refundable bond of \$150 is paid as a sortie in case of any damage to property or the place is not cleaned. (This applies only to organisations not affiliated to OACWA) In the event of serious damage to property caused by your function/activity, additional cost of repairs will be sent to your organisation or applicant).**
- This application form for the use of the Yokine hall must be received by the Custodian of the hall keys/booking officer and the President **no later than 5 business days prior to your requested booking date**. Emergency booking for youth functions can also be assessed on a case by case basis. Once your application has been reviewed and approved, you will now be required to deposit the bond into OAC-WA account by Electronic Fund Transfer (EFT) 3 days before the keys are given to you.
- Please be aware that OAC-WA does not take responsibility of your public liability if your organisation is not registered with us or has no representation in one of our committees or projects. Also be aware that all anti-social behaviours within this premises are subject to the law. Any unnecessary calls to the City of Stirling Security Team, may incur a callout fee paid by your Organisation or group.
- Ensure that your nominated entry and exit times include all time required for setting up / packing away and for members/participants/guests to enter / vacate the hall. All venue hire must comply with these Terms and Conditions of Hire of this hall. Your signature is required on the attached Acknowledgement and Acceptance Form to confirm that you understand and accept the Terms and Conditions of Hire for the Venue.
- **Bookings forms that are returned incomplete, or without the relevant supporting documents, will not be accepted and will be returned to you for completion.**

# OAC WA INNOVATIVE CENTRE AND COMMUNITY HALL - YOKINE

## Casual Hire Application Form

<b>Applicant Contact Details</b> <i>(Please print clearly)</i>	
Name of Applicant (Organisation if applicable):	
Email:	
Phone (Daytime):	Phone (Mobile):
Postal Address:	
Suburb:	Postcode:
<b>Note: This is the name and address that all Receipts and Bond Refunds will be issued to.</b>	

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<b>First Contact Details (Print Clearly)</b>	
First Name:	Surname:
Phone (Daytime):	Phone (Mobile):
Email:	

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<b>Booking Details</b> <i>(Please print clearly)</i>			
<b>Day / Date Required:</b>			
<b>Type of Activity:</b>			
Room:	Entry Time:	Exit Time:	No. Participants:
Room:	Entry Time:	Exit Time:	No. Participants:
<b>NOTE: All Entry and Exit times MUST include any time required for setting up and packing away and for participants/guests to enter and leave the venue.</b>			

<b>Organization Details</b>
Is the Organization Incorporated / Registered Not-For-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, a copy of the Organisation's Certificate of Incorporation or Certificate of Charitable Status must accompany this form in order to qualify for Hire. Alternately, a reputable member of the group must spare-head the process of this application or an elder of your community</i>
Does the Organization have Public Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide a copy of the organisation's Certificate of Currency. This may be required dependent on the activity/function. If you are already an affiliate member of OAC-WA please provide us with your Certificate of incorporation.</i>
<b>Activity / Function - Important Information:</b>
<b>NOTE: Some activities / functions are classed as Events by OAC. If you are selling food/drink, advertising or promoting (including on social media), or selling tickets for entry, this is an event and you are required to obtain authorization from the OAC Public Relations and events departments. If the 'Activity/Event' carried out is different to that specified here, your Bond will automatically be forfeited. OAC will carry out checks to ensure this condition is adhered to.</b>
Will food be consumed at the activity/function? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be sold or consumed at the activity/function? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will amplified music/sound be played during the activity/function? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please notify the neighborhood three days before your activity/function)

## ACKNOWLEDGEMENT AND ACCEPTANCE

### **Applicant's Declaration**

**I have read, understood and accept the Terms and Conditions of Hire, and the general information specified in the 'Casual Hire Application Form' and agree to comply with same and bond that also form part of these conditions, in relation to the use of this Hall.**

Further, I verify that I am over 18 years of age and am in a position to accept these terms and conditions on behalf of the organisation/group that I represent. I will, to the best of my ability, ensure that all members/participants/guests of my organisation/group are aware of the information contained in the specified documents, as well as their responsibilities when using this venue or facility.

**I understand that as the Applicant / First Contact, it is my responsibility to be in attendance for the duration of the activity / function and to complete the 'Casual Booking Cleaning / hall Closure Checklist' as required at the conclusion of the booking.**

**I declare that the information contained in this application is, to the best of my knowledge, true and correct.**

<b>Applicant Declaration (<i>Must be 18 years of age or over</i>)</b>
Name:
Signature:
Position/Title:
Date:

**Please return completed form, and any supporting documentation:**

**In person or by electronics to:** The President OAC or Secretary  
15 Patrick Court, Girrawheen WA 6064. Or the Mentor me reconnect Coordinator  
Friday (9.00am to 4.30pm) | Telephone 0430582314 or 0405125759

**Or via email to:** [info@oacwa.com.au](mailto:info@oacwa.com.au) or [j.tauzama@oacwa.com.au](mailto:j.tauzama@oacwa.com.au)  
**If you don't receive a response, contact or send it to:** [francisofofnah50@gmail.com](mailto:francisofofnah50@gmail.com)

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**Office Use Only:**

**Rental Number:** \_\_\_\_\_

<b>Date Received:</b>	<b>Staff Signature:</b>
<b>Hire Fee:</b>	<b>Bond:</b>
<b>Receipt No:</b>	<b>Bond Refund Requested:</b>