



## Your community space in Allara estate

Allara Share Place is your local community space, located at Allara estate in Eglinton. The venue was originally built to house the Allara Sales Office and has since been repurposed into a **temporary community space**. The facility will be available for hire until the site (including the carpark) is converted back into residential lots for sale.



The purpose of the Allara Share Place is to provide a space to enhance community life and encourage community connections. It's a great spot for meetings, workshops, fitness classes and community activities such as craft groups, book clubs and mother's groups.

The Allara Share Place is not able to be hired for private social functions.

### Facility features

The Allara Share Place comprises of:

Indoor space	Outdoor covered and fenced deck area
Kitchenette with fridge, microwave and kettle	Grassed area
Basic crockery and cutlery	Parking for approximately 70 cars
8 tables and 32 chairs	4 ACROD parking bays
Accessible toilet	Airconditioning/heating
Internal and external storage areas for regular users (permission required)	Small bar fridge
Lounge set – two small sofas and two armchairs	Bar leaner and 4 bar stools with backs

### Restrictions of use

The following are not permitted at the Allara Share Place (or anywhere on the grounds):

- Private celebrations or gatherings (e.g., birthday parties)
- Any activity before 8am and after 8pm. Bookings before 8am may be considered, depending on the type of activity.
- Alcoholic beverages
- Smoking or vaping
- Confetti, rice, glitter, or party poppers
- Balloon releases
- Marquees
- Amusement rides and bouncy castles
- Animal farms, pony rides

### Insurance coverage

Hirers are required to hold Public Liability Insurance and provide a copy of the Certificate of Currency with their booking application. You may like to consider obtaining this from a third party if they are willing to cover your activity.



### Availability

If you would like to make an enquiry or check availability, please contact the Allara Community Development Team at [living@allaraestate.com.au](mailto:living@allaraestate.com.au) or call 9368 9185. Due to the temporary nature of the space, reoccurring bookings can only be made for a maximum six-month period.

### Bookings

If you would like to make a booking request, please complete the information in Sections A, B and C below, sign each section and email to [living@allaraestate.com.au](mailto:living@allaraestate.com.au). Include as much relevant information as possible and provide a copy of your Public Liability Insurance Certificate of Currency.

Booking requests will be reviewed by Satterley and DevelopmentWA, who may refuse the use of the facility at their discretion, without assigning a reason for the refusal.

Please allow at least 5 business days for your booking request to be reviewed. At this point, your application will be approved, declined, or more information may be requested.

### Fees & charges

Satterley and DevelopmentWA offers the Allara Share Place free of charge for community groups, and at reduced rates for local businesses, Government and individual users as mentioned below. Fees are collected by Satterley, however, all revenue from Allara Share Place is put back into the Allara Community Grant Fund.

Any applicable fees must be paid by the user prior to the approved booking. Fees are based on the total hire time (including any set-up and pack-down).

User Type	Fee per hour or part thereof*
Companies/businesses	\$10/hour
Incorporated Not-for-Profit	Free
Government	\$10/hour
*Must include set up and pack down time.	

### Bonds

A bond may be requested to cover any damage caused by users and to cover the cost of cleaning fees and repairs, should this be required. Bonds will be refunded at the end of the calendar month following the booking. Please refer to the Terms & Conditions and Allara Share Place User Guidelines below regarding expectations for cleaning.

### Cancellations & Refunds

If a booking needs to be cancelled, we kindly ask to be notified by email, as soon as possible, as other users may be waiting to use the space.

In order to receive a refund of your hire fees (if applicable), the cancellation must be advised no less than 3 business days prior to the booking. Refunds will be processed at the end of the calendar month following the booking.



## BOOKING APPLICATION FORM

Please read, complete and sign sections A, B and C below. Send all **three signed** sections and a copy of your Public Liability Certificate of Currency to the Allara Community Team at:

Email: [living@allaraestate.com.au](mailto:living@allaraestate.com.au)

Post: Satterley Property Group, PO Box 1346, West Perth WA 6872

### A) HIRE DETAILS

<b>Hirer details:</b>	
Organisation name:	
Contact person:	
Phone number:	
Email address:	
Dates of hire:	
Times of hire: (include set up and pack down time)	
Hirer type:	<input type="checkbox"/> Company/businesses <input type="checkbox"/> Incorporated Not-for-profit <input type="checkbox"/> Government
A detailed description of use:	
Intended use:	<input type="checkbox"/> Meeting <input type="checkbox"/> Small community activity <input type="checkbox"/> Workshop <input type="checkbox"/> Large community activity <input type="checkbox"/> Fitness class <input type="checkbox"/> Other
Number of people: (approx.)	

### Declaration by Hirer

- I/we understand that by submitting this form, I/we are making a booking application only. This application is subject to review and may be approved, denied, or more information may be requested.
- I/we understand that Allara Share Place is provided as a temporary community amenity and its availability for use may be terminated at any time.
- I/we understand that a booking fee may be payable upon approval of the application.
- I/we have read, understood, and agree to comply with the Allara Share Place User Guidelines.
- I/we have read, understood, and agree to comply with the Allara Share Place Terms & Conditions.
- I am over the age of 18 and understand that proof of age may be required.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_



## **B) - USER GUIDELINES**

### **Safety**

- The User is responsible for following any applicable emergency and evacuation procedures. These are located within the Allara Share Place.
- The User and its Guests who are the parents or guardians of any children, are responsible for the supervision and behaviour of those children at all times.
- The User and its Guests are responsible for the security of all personal belongings.

### **Housekeeping**

- Please follow the departure checklist (by the alarm in the kitchen) prior to leaving the building.
- The Facility must be left in a condition that is clean, neat, and tidy, consistent with the condition at the commencement of the use.
- Basic cleaning products and equipment (broom and dustpan) are supplied and kept in the kitchen.
- After each use, the User must clean the following areas as a minimum:
  - **Bathroom**
    - Sweep the floor and pick up any paper towels/toilet paper etc. off the floor.
    - Wipe down the hand basin.
    - Clean the toilet bowl if necessary.
    - Replace toilet paper if necessary.
    - Remove rubbish from the rubbish bin.
  - **Kitchen**
    - Wash, dry and put away any crockery and cutlery that has been used.
    - Sweep floor.
    - Wipe inside and outside of the microwave if necessary.
    - Remove rubbish from the rubbish bin.
    - Wipe down the sink and countertops.
  - **Main area**
    - Sweep floor.
    - Remove rubbish from the rubbish bin.
    - Wipe down any surfaces including benchtops, coffee table, trestle tables and chairs.
    - Return any furniture or chattels to their original position if they have been moved.
    - Return trestle tables and chairs to the storage area.
- Rubbish is to be placed in the green wheelie bins in the rubbish bin enclosure at the back of the building.
- Turn off the lights, heating and air conditioning.
- Shut and lock windows and doors, including the outdoor storage area.
- Return the key to the lockbox.
- Failure to leave the Facility in a clean and tidy condition is a breach of the User Guidelines and cleaning charges may apply. Major or repeated breaches will result in the cancellation of future bookings and the refusal of new bookings.
- The User must immediately inform the Allara Community Team about any damage to the Facility (pre-existing or otherwise). Major or persistent damages will result in the refusal or cancellation of future bookings for the User.
- Furniture and chattels (other than those belonging to the User and or its Guests) must not be removed from the Facility.



### COVID-19 obligations

Please be aware of your obligations around COVID-19 and adhere to the current directions and advice provided by the State Government, such as restrictions around the number of people gathering, mask-wearing, maintaining a contact tracing register, physical distancing, hygiene and sanitation. Users should contact the Department of Health with any specific queries – [wa.gov.au/government/covid-19-coronavirus](https://www.wa.gov.au/government/covid-19-coronavirus).

### Keys & access

- (a) Access to the Facility is obtained using a key that is located inside a lock box. **This key must be returned to the lockbox immediately after use (and the lock box then locked)** and must not be removed from the site under any circumstances.
- (b) Users must not provide or distribute the lockbox code or key to anybody else.
- (c) Entry to the facility is allowed for the approved times and use only.
- (d) Users must not assign or transfer the right to use the Facility to anybody else.

I \_\_\_\_\_ (the User) acknowledge that I have read and understood the Allara Share Place User Guidelines. By signing this document, I agree to comply with any and all of the conditions outlined.

Name

Signed

Date

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## C - TERMS & CONDITIONS

In applying to use the Facility, the User acknowledges that it has read and understood and agrees that it will comply with the following Terms of Use.

### INSURANCE AND RISK

#### Users with Public Liability Insurance

- (a) Users that are companies, incorporated associations or businesses must have public liability insurance (PL Insurance) with a limit of not less than \$20 million for any one claim and unlimited in the number of occurrences, to cover any loss, injury or death of any person liability, damage, cost (including legal costs) or expense, however it arises (Loss) anybody suffers or incurs, arising from, or in relation to, the User's use of the Facility.
- (b) A Certificate of Currency must be provided prior to commencement of the hire. Users acknowledge and agree that the use of the Facility may be refused if a Certificate of Currency is not provided.
- (c) PL Insurance policies must be acceptable to Satterley. The User acknowledges and agrees that the use of the Facility may be refused if the User does not hold an acceptable PL Insurance policy.

#### Users without Public Liability Insurance

- (d) Users that are casual unincorporated groups or individuals do not have to have PL Insurance **must** obtain Public Liability Insurance from a third party for insurance coverage.
- (e) If a User does not have a current Public Liability Insurance policy, it must advise Satterley when it applies to use the Facility.

#### Liability

- (f) The **User will be personally liable** for any Loss anybody suffers or incurs, arising from, or in relation to, the User's use of the Facility.
- (g) The User must only use the Facility for lawful purposes and in a lawful manner.
- (h) In using the Facility, Users and their guests, members, and invitees (together, Guests) assume all risk for the use of the Facility for the purpose/s outlined in this application.
- (i) Access to the Facility and any activities carried out by the User or anybody associated with the User at the Facility are at the User's sole risk and expense.
- (j) The User is responsible for, and agrees that, in consideration for Satterley allowing the User to use the Facility, the User irrevocably releases Satterley and DevelopmentWA from, and indemnifies them against any claim, demand, action, or proceeding (however it arises) made against them (or either of them) or any Loss they (or either of them) suffer or incur arising from, or in relation to:
  - (i) the User failing to comply with any of its obligations under the Terms & Conditions;
  - (ii) the use of the Facility by the User or any of its Guests;
  - (iii) any Loss in relation to property of Satterley or DevelopmentWA;
  - (iv) any Loss in relation to anybody else's property; and
  - (v) any personal injury or death.

#### Safety

- (k) Users are responsible for the security of the Facility and the health, safety and supervision of their Guests who are on or using the Facility during the period of use by that User. The User agrees that it has sole control of the Facility during its period of use and must take all reasonable steps to ensure that its Guests are not exposed to any risk or injury as a result of the use of the Facility and not create any danger or risk to anybody else.



(l) The User and its Guests are responsible for the security of all personal belongings.

**Not Cause Damage**

- (m) The User must not damage or make any alterations or additions to the Facility or create or cause any nuisance or danger to any person.
- (n) The User must promptly report to Satterley any damage caused to the Facility during its period of use and follow the requirements of Satterley to rectify any damage.
- (o) The User must follow any directions given by Satterley in relation to the User's access to, or use of, the Facility.

I \_\_\_\_\_ (the Hirer) acknowledge that I have read and understood the Allara Share Place Terms & Conditions. By signing this document, I agree to comply with any and all of the conditions outlined.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Signature** \_\_\_\_\_