

Booking and Hire Application

NAME OF ORGANISATION: _____

NAME OF RESPONSIBLE APPLICANT: _____

DATE OF BIRTH (Above 18 Years of Age): _____

****It is the responsibility of the above applicant to comply with all requirements stated in the conditions of use.***

CONTACT DETAILS: HOME: _____ MOBILE: _____

STREET ADDRESS: _____

EMAIL: _____

TYPE OF FUNCTION: _____

DATE OF FUNCTION: _____

START TIME: _____ FINISH TIME: _____

KEY PICK UP: _____

****The Shire cannot guarantee continuity of supply due to unforeseen circumstances therefore cannot offer exclusive use of the facilities. In this case you will be contacted and every effort is made to find an alternative venue of the hire however no guarantee can be given.***

FACILITIES AND EQUIPMENT HIRE

Memorial Hall – entire facility	
Memorial Hall – excluding kitchen use	
WB Eva Pavilion	
WB Eva Community Room ONLY	
Sound Equipment	
Town Oval	
Multi-Purpose Courts	
Community/Sporting Group Annual Free Event	
OTHER	

HOW MANY PEOPLE WILL BE ATTENDING THIS FUNCTION/EVENT? _____

FUNCTIONS WITH 50 OR MORE ATTENDEES MUST NOTIFY THE POLICE PRIOR TO THE EVENT.

Have the Police been notified? YES NO

****Bookings may be declined at the discretion of the Chief Executive Officer.***

BOND TOTAL: _____ RECEIPT #: _____ DATE: _____

HIRE TOTAL: _____ RECEIPT #: _____ DATE: _____

****Please note – your booking is not confirmed until payment of both the bond and hire amounts have been received.***

REQUEST FOR PERMISSION TO CONSUME ALCOHOL

I, here by make the application to Council requesting permission to consume alcohol at the function stipulated above.

Signature on behalf of the Hirer: _____

Signature of CEO: _____

****If selling alcohol you will need to obtain a liquor license from the Department of Racing, Gaming and Liquor WA.***

REFUND OF BOND

BRANCH: _____ ACCOUNT NAME: _____

BSB: _____ - _____ ACCOUNT #: _____

In the event that you have changed your bank account details from the time of signing this agreement, you will be required to confirm your new bank account details in writing, in order for us to return your bond.

TERMS AND CONDITIONS

I confirm and understand the attached term and conditions relating to the use of the PUBLIC BUILDING (a copy has been issued to me) and agree to be bound by those terms and conditions. Upon acceptance of the hire, the Applicant undertakes to hold the Shire of Brookton indemnified against all claims, losses, actions, damaged, costs (including legal costs) and expenses what so ever arising out of or in connection with the hiring of the facility. The Shire of Brookton is further indemnified against any and all personal injury (including death or disease) to the applicant or any invitee or third party unless and then only to the extent that the Applicant proves said injury is due to the negligence of the Shire of Brookton. The Shire of Brookton is also further indemnified against all loss of or damage to any property owned by the applicant, the Shire or any third part. The applicant agrees to comply with any statute or regulation or local law of any public, municipal or other authority.

Signature on behalf of the Hirer: _____ Date: _____

OFFICE USE ONLY

HAS THE VENUE BEEN CHECKED? YES NO

DATE CHECKED: _____

STAFF NAME: _____

STAFF SIGNATURE: _____

Memorial Hall & WB Eva Pavilion

CONDITIONS OF USE

SMOKING IS PROHIBITED IN ALL PUBLIC BUILDINGS AT ALL TIMES

DURING YOUR PERIOD OF HIRE IT IS THE RESPONSIBILITY OF THE PERSON NAMED ON THE BOOKING FORM TO TAKE ALL REASONABLE CARE OF THE FACILITY AND ITS CONTENTS AND TO LEAVE THE VENUE IN A CLEAN AND TIDY STATE.

- › Permission to decorate must be sought at the time of booking. No decorations or posters to be attached directly to any wall. All decorations are to be removed.
- › Hirers are to adhere to booked times only. If additional time is required for set-up or clean-up it needs to be booked.
- › All indoor bins are to be emptied into the outside bins.
- › Floors are to be swept clear of all debris. Mopping is not required unless there has been a spill.
- › Kitchen and bar area are to be left clean and tidy. Crockery and cutlery are to be left in a clean state, put away, with all equipment in working order.
- › Dish and glass washers are to be emptied and scrap filter rinsed.
- › Fridges are to be turned off, wiped out and doors left open.
- › All chairs to be cleared stacked and put away. Memorial Hall chairs to be stacked in corner of Lesser Hall & WB Eva Pavilion chairs to be stacked in the chair store.
- › All tables are to be cleared, wiped and put away. In the Memorial Hall trestle tables to be placed in racks face to face to prevent damage to surface of table.
- › Toilets are to be left in a clean and tidy state.
- › Ensure all doors/windows are locked, air con/heaters/fans, and lights are off prior to leaving the venue.
- › Breakages, damage or any problems with the facility are to be reported to the Shire the next working day. Any unreported damage will be charged to the hirer.

THESE CONDITIONS MUST BE STRICTLY ADHERED TO. AN INSPECTION WILL TAKE PLACE AFTER EACH FUNCTION.

PLEASE NOTE: IF ANY OF THE ABOVE NEEDS TO BE COMPLETED BY SHIRE STAFF THE COST WILL BE CHARGED AT THE HIRERS EXPENSE OR DEDUCTED FROM THE BOND.

Memorial Hall & WB Eva Pavilion

CHECK LIST

- EMPTY ALL BINS INTO OUTSIDE BINS
- FLOORS TO BE SWEEPED CLEAR OF ALL DEBRIS
- ALL DECORATIONS TO BE REMOVED
- KITCHEN & BAR AREA TO BE LEFT CLEAN & TIDY
- FRIDGES WIPED OUT, DOORS OPENED AND TO BE TURNED OFF
- CROCKERY & CUTLERY TO BE WASHED AND RETURNED TO CUPBOARDS
- ALL CHAIRS TO BE STACKED:
 - Memorial Hall - chairs to be stacked corner of Lesser Hall
 - WB EVA Pavilion - chairs to be stacked in store room
- TRESTLE TABLES TO BE CLEANED AND RETURNED TO STORE ROOM, PLACED IN RACKS FACE TO FACE TO PREVENT DAMAGE TO SURFACE OF TABLE
- ENSURE ALL DOORS/WINDOWS ARE LOCKED, HEATERS/FANS, LIGHTS ARE OFF PRIOR TO LEAVING THE VENUE
- KEY HANDED BACK TO SHIRE OFFICE AT EARLIEST OPPORTUNITY

THESE CONDITIONS MUST BE STRICTLY ADHERED TO. AN INSPECTION WILL TAKE PLACE AFTER EACH FUNCTION.

PLEASE NOTE: IF ANY OF THE ABOVE NEEDS TO BE COMPLETED BY SHIRE STAFF THE COST WILL BE CHARGED AT THE HIRERS EXPENSE OR DEDUCTED FROM THE BOND.