

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 #: _____

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, damages, 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: _____