

APPLICATION FOR USE/HIRE OF COUNCIL FACILITIES

Applicant Details

Applicants Name			
Postal Address			
Town/Suburb		Post Code	
Telephone No		Mobile No	
Email Address			

Event Details

Type of Event		
Date of Hire	From	To
Hours of Hire	Time From	To
Approximate Number of Attendees		
Have you allowed enough time for setup, pack up and cleaning requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Setup/Rehearsal Hours	Time From	To
Will alcohol be consumed?	If Yes, please complete Permit to Consume	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will alcohol be sold? If Yes, has an occasional license been applied for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Facility Requirements (Please tick which facility you wish to hire)

Seasonal Hire	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Airport Terminal Building	<input type="checkbox"/>	
Tennis Club	<input type="checkbox"/>	
Railway Barracks	<input type="checkbox"/>	
Korrelocking Hall	<input type="checkbox"/>	
Wyalkatchem Town Hall	<input type="checkbox"/>	
All facilities at the Recreation	<input type="checkbox"/>	
Wyalkatchem Recreation	Football Oval	<input type="checkbox"/>
	Hockey Oval	<input type="checkbox"/>
	Cricket Pitch	<input type="checkbox"/>
	Basketball/Netball Courts	<input type="checkbox"/>
	Kitchen Area	<input type="checkbox"/>
	Barbeque Area	<input type="checkbox"/>
	Bar Area	<input type="checkbox"/>

Special Requests (Please provide at least one weeks' notice so that arrangements can be made)

Do you require additional cleaning prior to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Which areas?	
Do you wish to purchase table cloths from the Shire?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many?	
Will you require additional chairs and/or tables?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many chairs?	How many tables?
Do you require additional rubbish bins?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many?	
Do you require the Town Oval to be mowed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Conditions of Use/Hire

HIRER: The Hirer must be 18 years and over and remain on the premises for the duration of the event.

OCCUPATIONAL HEALTH AND SAFETY: Please familiarise yourself with the evacuation procedures in the building. These are affixed to the wall. If you have any questions please contact the Shire office during office hours on 9681 1166 (Monday to Friday 8am – 4pm) and the CEO outside these hours 0427 811 166.

ACCESS: The Hirer and public are restricted to the specific area of hire.

Early access to the facilities for the purpose of decorating or other reasons will only be permitted if the decorations or access will not interfere with preceding bookings.

All BUILDINGS used are to be LOCKED on exit and key returned to the Shire Office.

HIRE CHARGE: Payment of the prescribed hire charge must be **Paid In Full prior to the use of the facility.** **Keys will not be released unless payment is made.** The Hirer shall be responsible for the first \$1,000 damage (insurance excess) or excessive cleaning. Facilities are to be left clean and tidy and all items returned to their original place.

BOND: Cleaning Bond \$100.00 (refundable after satisfactory inspection)

Key Deposit \$15.00 (refundable with Cleaning Bond)

Special Event Bond \$300.00 (payable for events held where alcohol will be consumed and there will be in excess of 20 people in attendance).

KEYS: Must be **RETURNED** to the Shire Offices by 10:00am on the next business day following the hiring. Failure to do so will result in the forfeiture of all Bonds.

LIQUOR: CONSUMPTION OR SALE OF LIQUOR IS NOT PERMITTED WITHOUT A LICENCE. Please contact the Shire Office for the appropriate form.

Special Events: Where substantial quantities of liquor are expected to be consumed, the Hirer must employ or otherwise have a person to constantly collect and remove all empty bottles, cans and refuse during the course of the event.

SMOKING IS NOT PERMITTED within any Council facilities.

CATERING: Hire of any portion of Council's facilities shall comply with the provisions of the Health Act and Food Hygiene Regulations.

FURNITURE/EQUIPMENT: No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Council facilities without prior permission from the Chief Executive Officer. The piano (if applicable to facility hire), shall not be used or moved without prior consent of the Chief Executive Officer.

Hirers are responsible for their own setting up and down of tables, chairs and trestles. **Please ensure that furniture is not dragged across floors.** Chairs and tables will be counted at the completion of the event and any missing items will be charged at replacement value.

All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when departing the facility, please ensure that all doors and windows are locked.

CROCKERY/CUTLERY: All crockery and cutlery used is to be washed and put away. Benches are to be wiped down. Please report any breakages to the Shire Office.

DECORATIONS: No person shall erect any internal decorations, place nails or screw in woodwork or walls in any facility. Internal decorations may be temporarily affixed with adhesive tape but must be completely removed following hiring.

CLEANING: The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacles provided.

MUSIC COPYRIGHT: It is the responsibility of the Hirer to obtain the necessary copyright from “**The Australian Performing Rights Association**” (APRA) if required. Details of the Hirer will be given to APRA if approached and a breach of the copyright laws are suspected.

INSURANCE: The Shire of Wyalkatchem maintains a Casual Hirers Insurance Policy. The Policy Cover is as follows:

Casual Hirers of facilities owned by the Member. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

CONCLUSION OF FUNCTION: Facilities can only be hired until midnight (with the exception of the Recreation Centre). All music must cease by **11:45pm** and guests must have vacated the facilities and car parks by **12:15am**.

Recreation Centre: Late license is available until **1:00am**, music must cease by **12:45am** and vacate the facilities by **1:15am**.

SPECIAL EVENTS: License to allow for closure at 2:00am. The Hirer may apply to the Chief Executive Officer for permission to extend the late license. All applications for Special Events are to be made 30 (thirty) days prior to the event, with the Shire to provide notification to the local police.

Declaration/Acceptance of Conditions

I/we have read, understood and agree to abide by the Conditions of Use/Hire.

I/we agree to indemnify the Shire of Wyalkatchem against all actions, claims, demands and costs arising out of or in connection with the use/hire of this facility.

The event will abide by any Government or Shire of Wyalkatchem advised restrictions and adhere to these. As the Event organizer, I will take responsibility for any breaches in guidelines. EG COVID-19 restrictions.

Signed _____ Date ____/____/____

Print Full Name _____

Signed _____ Date ____/____/____

Print Full Name _____

Office Use Only			
Booking Approved?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Facility Booking Recorded?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Booking entered into Ideal Calendar?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Entered		Officer's Signature	
Date Cleaning Bond Paid		Amount	
Date Key Deposit Paid		Amount	
Key Number Issued		Date Returned	
Date Special Event Bond Paid		Amount	
Date Cleaner Checked Facility	Before Use		
	After Use		
Cleaner's Comments			
Invoice Raised		Officer's Signature	
Bonds Refunded		Officer's Signature	

PERMIT TO CONSUME LIQUOR

Issued in accordance with Section 119 of the Liquor Act, 1988, permission is hereby granted for the consumption of liquor on the local authority's premises at the place and the time specified below.

THIS PERMIT MUST BE KEPT READILY AVAILABLE FOR INSPECTION DURING THE PERIOD OF HIRE.

This is not an authority to sell liquor which requires the issues of an occasional licence by the Director of Liquor Licensing at least 7 days prior to the function in accordance with S.59 of the Liquor Licensing Act, 1988.

Applicant Details

Applicants Name			
Address			
Town/Suburb		Post Code	
Telephone No		Mobile No	
Email Address			

Event Details

Location			
Type of Event			
Date of Hire	From	To	
Hours of Hire	Time From	To	
Approximate Number of Attendees			
How Many Adults?		How Many Children?	
Estimated Quantity of Liquor			
Can the attendees BYO Alcohol?			Yes <input type="checkbox"/> No <input type="checkbox"/>

THE SERVING OF LIQUOR TO MINORS IS PROHIBITED

Non-observance of any of the Shire of Wyalkatchem by-laws at any time during the course of the hire will result in the withdrawal of this permit, which may be cancelled forthwith, without notice at any time on an authorised representative of the Shire of Wyalkatchem or a Police Officer.

This permit is only valid if it bears the Shire of Wyalkatchem's Chief Executive Officer's signature.

Signed _____ Date ____/____/____

Ian McCabe – Acting Chief Executive Officer

BOND REFUND APPLICATION

Please complete this form at the time of booking the Shire's facility. Your bond will be returned automatically provided you comply with all the venue conditions of hire and all access card/keys provided have been returned to the Shire. This process can take approx. 2 weeks.

Please note: These details are separate to the hire fees. Hire fees and the payment of the bond will be managed separately. The Shire will not be deducting any amount from your nominated bank account.

Applicant Details

Applicants Name			
Postal Address			
Town/Suburb		Post Code	
Telephone No		Mobile No	
Email Address			

Bank Details

Name of Account			
Name of Bank			
BSB		Account Number	
Applicants Signature Date			

Office Use Only

Date Keys Returned		Officer's Signature	
Date Facility Checked		Officer's Signature	
Damage Reported			
Cost of Damage		Officer's Signature	
Creditor No			
Date Refund Processed		Officer's Signature	
Approved By		Manager's Signature	

Venue	Description	Cost	Item Code
Town Hall	Day Hire	\$60.90	
	Casual Hire per hour	\$8.20	
Recreation Centre	Function Room & Kitchen Area	\$87.15	
	Bar Area (incl BBQ area)	\$87.15	
	BBQ Undercover Area	\$51.45	
	Entire Recreation Centre (Buildings)	\$163.80	
	Oval (e.g. Circus)	\$207.90	
	Tent Site per night (no power)	\$5.25	
	Caravan/Camper per night (no power)	\$11.55	
	Caravan/Camper per night (with power)	\$22.05	
Korrelocking Hall	Day Hire	\$60.90	
	Casual Hire per hour	\$8.20	
Terminal Building	Day Hire	\$58.00	
Miscellaneous Hire	Trestles (per trestle)	\$6.60	
	Square Tables (per table)	\$4.40	
	Chairs (per chair)	\$2.20	
Bond Payments	Bond (without Alcohol)	\$100.00	
	Bond (with Alcohol)	\$300.00	
	Key Deposit	\$15.00	
TOTAL			\$