



SHIRE OF WAROONA APPLICATION TO HIRE MEMORIAL HALL CF005

BOOKING #:

Policy Number	CP009
Form Number	CF005

DETAILS OF APPLICANT			
COMPANY/GROUP:			
GIVEN NAMES:			
LAST NAME:			
CONTACT NUMBER:			
EMAIL ADDRESS:			
ADDRESS:			
	TOWN/CITY:		POSTCODE:

HIRE INFORMATION	
AREA OF HIRE – MEMORIAL HALL, KITCHEN AND/OR SUPPER ROOM (Extra fees apply)	
DATE/S OF HIRE:	
TIME:	
PURPOSE:	

THE FOLLOWING EQUIPMENT WILL BE REQUIRED:		
Available free of charge when hiring the Memorial Hall.		
ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Fold out tables	25	
Chairs	110	
Urn	1	
OTHER REQUIREMENTS:	<input type="checkbox"/> Power <input type="checkbox"/> Water <input type="checkbox"/> Toilet/Showers <input type="checkbox"/> Miscellaneous	

PLEASE NOTE
<ul style="list-style-type: none"> • Cutlery, crockery, and glassware are NOT provided. • Lighting and Audio (sound) equipment if NOT provided. • It is the responsibility of the hirer to confirm quantities are available when required.

LIQUOR
Will liquor be consumed at the function? (Please circle) YES / NO
Written permission from the Shire of Waroona is required in advance if liquor is consumed (please complete Application to Consume Liquor form) or licensing court permission must be obtained if liquor is being sold.
SIGNATURE: _____
DATE: _____

If you require this document in an alternative format, such as large print or a coloured background, please contact the Shire of Waroona Administration Office via phone on (08) 9733 7800 or via email warshire@waroona.wa.gov.au

CONDITIONS	
1. HIRING OF HALL/ASSOCIATED BUILDINGS/OVALS	
1.1	Applications for the hire of Shire premises shall be made on the prescribed form.
1.2	The Council reserves the right to refuse to let any premises or any portion thereof.
1.3	Priority will be given to bookings made by organisations based and operating in the Shire with regard to use of Shire facilities.
1.4	The Council reserves the right to withhold the use of the facilities in order to promote large scale carnivals, tournaments or shows.
1.5	Advance bookings will not be accepted in advance for a period longer than six months for permanent bookings and twelve months for casual bookings.
2. LIQUOR PERMIT	
At functions where liquor is to be consumed, it is necessary to obtain a permit from the Council (please complete "Application to consume liquor" attached).	
Note: It is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with.	
3. PERIOD OF HIRE	
The hours of functions are required to be stated when bookings are made, and the facility is to be made available during these hours only.	
4. CANCELLATIONS	
4.1	Twenty-four (24) hrs notice is required for cancellations. Failure to comply will result in full payment being invoiced to the hirer.
4.2	The Council may at any time cancel any agreement for hiring the facility.
5. HALL HIRE CHARGES – CASUAL BOOKINGS ONLY	
Payment of bond shall be made at time of booking. All other charges will be paid prior to use.	
6. CLEANING AND GENERAL USE OF THE HALL etc.	
The following are to be carried out on completion of the function:	
a)	Sweeping of the hall and associated buildings used;
b)	Removal of all decorations and all refuse to be deposited in bins provided;
c)	General cleaning of kitchen including washing of all crockery and utensils used;
d)	Ensure that <u>all lights and power units are switched off</u> where required and all <u>doors securely locked</u> at the end of the function;
e)	The above conditions shall be complied with by 10am, the day following the function. If this is not carried out in the specified time, the bond/deposit will be forfeited.
7. BREAKAGES & DAMAGES	
The Hirer is to be responsible for any breakages or damages to Council property and the replacement of any missing items, these must be reported to the Council office on return of the keys. If breakages are not reported these will be deducted from the bond will further charges invoiced to the hirer. The hall is inspected by a Council Officer after each session.	
8. BOND/DEPOSIT	
The appropriate bond/deposit is to be paid when the booking is made. The bond for the hall hire is refunded by <u>cheque</u> after an application to return bond is filled out and signed by the hirer. A Council Officer will inspect the hall before a bond is returned.	
9. LIGHT SWITCHES	
These are located in their respective rooms.	
10. KEYS	
a)	All keys required must be collected from the Council Offices by 4pm the day of the function or in the case of weekend functions, the Friday prior.
b)	A bond of \$50.00 is payable on collection of keys, which is refunded when keys are returned.
c)	All keys must be returned to the Council Offices the day following or in the case of weekend functions the next day the office is open.
Note: Failure to return keys on the required day will result in bond being forfeited.	
11. SMOKING RESTRICTION	

BOOKING FORMS

Smoking is not permitted in this hall.

All users of Shire facilities must adhere to the government COVID-19 regulations.

ANY BREACH OF THE ABOVE CONDITIONS AND INSTRUCTIONS COULD RESULT IN REFUSAL OF FURTHER USE OF ANY OF THE ABOVE-MENTIONED FACILITIES.

I HAVE READ ALL OF THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM.

SIGNATURE:

DATE:

OFFICE USE ONLY – FEES	PLEASE CIRCLE
MAIN HALL	
Refundable deposit:	\$200.00 with alcohol
	\$150 without alcohol
Set-up Fee (per hour, half day, per day)	\$
Hire Charges (per hour, half day, per day)	\$
KITCHEN	
Refundable deposit:	\$100.00
Hire Charges (per hour, half day, per day)	\$
SUPPER ROOM	
Hire Charges (per hour, half day, per day)	\$
Refundable Key Deposit	\$50.00
TOTAL COST	\$

OFFICE USE ONLY – BOND INSPECTION	
Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
Signed:	Date:
Notes:	

Receipt Number:	
Cleaner emailed:	
Date:	

TOWN HALL LAYOUT

