



# FACILITY HIRE APPLICATION FORM

## APPLICANT DETAILS

Name of applicant or organisation \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb/Town \_\_\_\_\_

Postcode \_\_\_\_\_

State \_\_\_\_\_

Phone

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Is this the first time you have hired a facility from the Shire?

Yes

No

Have you ever been refused the hire of any Shire facility in the past?

Yes

No

## FACILITIES

Please tick only facilities you would like to hire

<b>Centenary Football Oval</b> <input type="checkbox"/>
Change Rooms <input type="checkbox"/>
Lighting <input type="checkbox"/>
Ablutions <input type="checkbox"/>
<b>Civic Hall</b> <input type="checkbox"/>

<b>Recreation &amp; Aquatic Centre</b> <input type="checkbox"/>
Basketball Courts <input type="checkbox"/>
Swimming Pool <input type="checkbox"/>

<b>Pioneer Park</b> <input type="checkbox"/>
Meeting Room <input type="checkbox"/> <small>Restricted to Meetings only Mon - Fri 8am to 5pm</small>
Stage <input type="checkbox"/>
Electricity (stage area) <input type="checkbox"/>

## EVENT DETAILS

Type of Event or Function	Public <input type="checkbox"/>	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Corporate <input type="checkbox"/>
	Government <input type="checkbox"/>	School <input type="checkbox"/>	Fundraising <input type="checkbox"/>	Other <input type="checkbox"/>

Briefly describe the purpose of the event \_\_\_\_\_

Proposed hire date            /            / 20

Proposed end date            /            / 20

Start time:

End time

:

Estimated number of people attending the event? \_\_\_\_\_

Is an entry fee being charged?

Yes

No

Will alcohol be consumed or sold during the event?

Yes

No

Will you be serving food at this event?

Yes

No

If yes, how will the food be prepared, supplied and served?  
\_\_\_\_\_

## AUTHORISATIONS

Have you notified the Halls Creek Police of this event?

Only required if this function involves alcohol or more than 50 people attending

Yes  No

Police Officer Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 20

Police Officer Name \_\_\_\_\_

Police Office Ref # \_\_\_\_\_

Do you have a licence to sell or serve alcohol? Yes  No  Licence # \_\_\_\_\_

Police Officer Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 20

Police Office Ref # \_\_\_\_\_

## PAYMENT

<b>Fee Calculation</b>		<b>Payment Method Fees</b>	
Facility Hire Fee		Cash <input type="checkbox"/>	Credit Card <input type="checkbox"/>
Equipment Hire Fee		Cheque <input type="checkbox"/>	Purchase Order <input type="checkbox"/>
Additional Fees (Bins or Cleaning)		Money order <input type="checkbox"/>	PO # _____
<b>Total</b>		Direct Debit - Fees <input type="checkbox"/>	BSB: 066530 Account: 251 912
<b>Bond Total</b>		<b>Payment Method Bond</b>	
<b>Booking Total</b>		Cash <input type="checkbox"/>	Credit Card/Eftpos <input type="checkbox"/>
		Cheque <input type="checkbox"/>	Purchase Order <input type="checkbox"/>
		Direct Debit - Bond <input type="checkbox"/>	BSB: 066530 Account: 251 912

**Hire fees must be paid in full before you're booking can be confirmed.**

## EFT AUTHORISATION

I \_\_\_\_\_ authorise the Shire of Halls Creek to deduct a hire fee of \_\_\_\_\_  
and a bond of \$ \_\_\_\_\_

Visa  Mastercard  Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_ / 20  
 Signature of card holder \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / 20

## RETURN OF BOND

Please tick preferred method of returning your bond

**Cheque**  **Credit Card Refund (only if paid by credit card)**

**EFT**  Please deposit into the following account

Account Name \_\_\_\_\_ BSB # \_\_\_\_\_ Account # \_\_\_\_\_

**OFFICIAL USE ONLY**

Application received completed	/	/ 20	Booking confirmed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Staff initials
<hr/>								
Date fees received	/	/ 20	Hire Receipt #					Bond Receipt #

**CERTIFICATION OF THE AGREEMENT**

I, the hirer, hereby certify that I have read and I full understand those conditions set out above and will comply with them.

Signature of Hirer \_\_\_\_\_ Date / / 20

Signature of Shire Officer \_\_\_\_\_ Date / / 20

Additional Conditions

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## CONDITIONS OF HIRE

1. To guarantee your booking, all fees and the bond should be received by the Shire no less than seven (7) business days prior to the date required. Bookings may not be approved if booked less than seven (7) days. Fees must be paid at the Shire Office during normal business hours. (Monday to Friday, 8am to 4pm).
2. Cancelled bookings must be made more than three (3) business days prior to the date required; otherwise a cancellation fee will be charged.
3. This application or copies of must be made available at all times during the event / function and be produced for examination on request from any authorised Shire employee or member of the Police Force.
4. If the hirer breaks or damages any part of the facility or the hired equipment, the Shire is to be contacted immediately.
5. All lights and electrical appliances are to be turned off whilst the facility is not in use and the hirer is in possession of the keys.
6. The hirer is to arrange for and be present at the pre & post-hire inspection, if this is a weekend or a public holiday then the inspection will be conducted on the next available business day, unless a consecutive booking has been made for the following day. The post-hire inspection is to be undertaken by an Authorised shire officer in the presence of the hirer.
7. When a hire inspection by a Shire staff or a contractor is required outside Council's normal business hours due to a consecutive booking of a facility over a weekend/public holiday, an additional hire call out fee applies to the hirer who has booked the facility last.
8. If the hirer has any disputes or problems regarding the original STATE of the facility, the Shire is to be contacted immediately. Otherwise the hirer takes the facility as it is.
9. In the interest of Law, Order and Public Safety, the Shire reserves the right to refuse the hire of any Facility.
10. Council retains the right to charge a higher bond if a hirer has previously caused Damage / Loss or if the Activity is likely to cause Damage / Loss.
11. Notwithstanding the payment and/or forfeiture of the bond the Shire reserves the right to recover the full cost incurred by Council from the hirer for any damage to Council property and/or for the cleaning of Council property resulting from the hire.
12. Adequate security must be employed and present at all times during the use of the facility.
13. The applicant must be capable of ensuring that all the conditions on this application are enforced on all patrons attending the function.
14. The behaviour of all patrons attending the function must be controlled so as to be within acceptable standards. If not, the event or function may be cancelled with all remaining hire monies forfeited.
15. The police are to be called immediately if any situation arises at the venue that cannot be controlled by the security present at the venue. The police also have the right to close or cancel the event if necessary. In addition to this, the Shire should be contacted immediately if any damage has occurred.
16. **All Events with Alcohol must have police approval before hire is approved by the Shire.** If Selling Alcohol a copy of the liquor licence must be provided to the Police and the Shire before the Booking is approved. All required keys, if not collected during the pre-hire inspection, are to be collected from the shire office during business hours on the day of the function (8am to 4pm Monday to Friday). If the function is held on the weekend or public holiday, keys must be collected by closed of business on the last business day prior to the required date. PLEASE NOTE; the facility can only be used for the pre-arranged or booked

times and days. Just because you have the keys to a facility, it is not to be used outside the booked dates and times.

17. The keys are to be returned within 24 hours of completion of the hire period or during post-hire inspection.
18. **THE PERSON NOMINATED ON THE BOOKING FEE IS RESPONSIBLE FOR THE SECURITY AND RETURN OF THE KEYS. Do not give the keys to a third party to be returned. Fees for the replacement of lost keys WILL BE ENFORCED.**
19. During the entire time that the keys to the facility are kept in the possession of the hirer, the facility (including perimeter fencing) is to be kept secure at all times, even if the person responsible for conducting the function is not present on site.
20. Any Authorised Shire Employee or member of the Police Force, is granted free and unrestricted access to the venue during the function for the purpose of ensuring that all the above conditions are complied with.
21. The Shire's public liability and casual hirers insurance extends ONLY to liability that may arise from the actual building and does not extend to any liability that may arise from the actual activities you are conducting. If your event includes at risk or potential at risk activities, it is your responsibility to ensure that you are adequately covered for personal injury and damages. The Shire holds no responsibility and will not be liable for injuries or damage caused by your activities.
22. By signing this application, the hirer agrees to leave the facility in the same or better condition as they received it. Otherwise the hirer will be charged as per the additional fees found in the Facility Hire Schedule of Fees and Charges including any other charges the Shire may be charged to bring the facility back to a hireable condition. These charges will be deducted from the bond and any extra charges exceeding the bond amount will be claimed from the hirer by the Shire of Halls Creek in due time.