



FACILITY HIRE APPLICATION

APPLICANT DETAILS

Name of Event			
Name of Hirer		Organisation	
Email		Not for Profit	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Telephone		Mobile Phone	
Address			

EVENT DETAILS

Purpose of Event			
Date required	Start / /	Finish / /	
Time required	Start : am/pm	Finish : am/pm	
Facilities	<input type="checkbox"/> Football Oval <input type="checkbox"/> Hockey Oval <input type="checkbox"/> Reserve/Crown Land <input type="checkbox"/> Town Hall <input type="checkbox"/> Lesser Hall	<input type="checkbox"/> Early Learning Centre <input type="checkbox"/> Music Park <input type="checkbox"/> Town Hall Kitchen <input type="checkbox"/> Other	

CHECKLIST *(to assist in processing your application, please complete the following checklist)*

Will alcohol be consumed or served? Yes / No
If yes please provide copy of Liquor Licence.

Will you be selling food? Yes / No
If yes, please complete Food Notification form which is available from the Shire Administration Office or the Shire website www.boyupbrook.wa.gov.au

ESTIMATED CHARGES *(based on your application)*

Facility Hire Cost	\$	<hr/>	
Facility Bond	\$	<hr/>	
Other	\$	<hr/>	
Total	\$	<hr/>	Receipt # <hr/>

CONDITIONS/PERMITS

Liquor Licence - copy attached	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>
Food Notification Approval - copy attached	Yes <input type="checkbox"/> / No <input type="checkbox"/> / N/A <input type="checkbox"/>



Declaration/Acceptance of Conditions of Use

I/We have read the schedule of fees and conditions of use and understand my/our responsibilities as the hirer of a Shire facility.

I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted and indemnify the Shire of Boyup Brook against allegations, claim, demands and costs arising out of or in connection with the use/hire of the facility.

/ /		
Date	Name	Signature

OFFICE USE ONLY

Venue/facility hired			
Date received	/ /	Booking recorded by	
Booking approved	Yes / No	Booking entered into diary	Yes / No
Approval to sell alcohol	Yes / No PHO _____	Approval to sell food	Yes / No PHO _____
Other permissions			
Hirer notified	Date / /	Cleaner notified	Date / /
Payment received	\$	Date / /	Receipt #
Keys collected by			Date / /

Cleaning Checklist

Date checked before hire		Date checked after use	
Premises left satisfactory	Yes / No		
Premises checked by		Signature	

Refund of Bond

Keys returned by		Date returned	
Facility inspected for damage	Date / /	Inspected by (name and initials)	
Bond recommended for refund	Yes / No	Signature	
Bond refunded	Date / /	Signature	

Maintenance Required (to be logged by CSO)

The following items have been reported and require maintenance
Customer service request logged by CSO#



Facility Hire Application - Includes Recreation Grounds and Public Open Spaces

Conditions of Use/Hire of Shire Facilities

Incident Reporting	Any incident or accident occurring as a direct use of the hall or facility must be reported immediately to the Shire of Boyup Brook.
Hirer	The hirer must be 18 years and over and remain on the premises for the duration of the event. The hirer is responsible for the conditions of the hired venue.
Access	The hirer and public are restricted to the specific area of hire during the designated times. All buildings hired must be locked on exit and key returned immediately to the Shire Administration Office or if after hours the next business day.
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 is responsible for the first \$1000 of damage (insurance excess) and/or additional cleaning. Facilities are to be left clean and tidy, with items returned to original places. Fees are set in the annual budget.
Bond	Refund of bond will only be made after satisfactory inspection and will be released by EFT or cheque. Bond amounts are set in the annual budget.
Keys	Keys to be collected/returned to the Shire office. Failure to return, or lost keys will result in additional charges.
Liquor	Consumption or sale of liquor requires prior Shire permission in writing from the CEO. Liquor licences may be required as well as consideration for security.
Smoking	Smoking is not permitted within any Shire facility. Failure to comply will result in forfeit of bond.
Catering	Catering must comply with the requirements of the <i>Food Act 2016</i> , and relevant notifications provided. All food must be removed after use and equipment cleaned.
Public Building Regulations	The hirer is required to comply with the requirements that relate to the occupancy of the building at all times. This is displayed at the entrance to the building.
Furniture/ Equipment	No items of furniture or equipment shall be removed from the facility without permission. Hirers are responsible for their own set up and must report any defects or damage immediately to the Admin Office. All equipment must be turned off when departing, fridges left open.
Crockery/ Cutlery	All crockery is to be washed and put away. Report any breakages to the Shire Administration Office. Breakages may be charged at replacement cost plus 20%.
Decorations	No person shall erect decorations using nails or screws into walls or woodwork. They may be secured using temporary fixings that are able to be completely removed with no evidence left behind.
Cleaning	The hirer is responsible for all cleaning of the facility immediately after the hiring. Floors must be swept and mopped, benches wiped down, fridges cleaned and left open, rubbish removed. The venue is to be returned in the same condition it was received.
Lights	Ensure all internal lights are turned off and any faults are reported.
Music Copyright	It is the responsibility of the hirer to obtain the necessary copyright from the "Australian Performing Rights Association" (APRA) as required.
Insurance	The Shire of Boyup Brook maintains a Casual Insurers Policy. This covers non-commercial, not for profit groups or individuals, but not sporting bodies, clubs or associations who are required to hold their own insurance.
Conclusion of Function	Hirers are asked to ensure guests vacate the venue, including car parks by 1200 midnight to minimise disruption to surrounding residences. Application can be made to extend this time for special events.