SHIRE OF WAROONA

CF015. – Application to Hire Memorial or Hamel Hall Caravan / Rv Stay

DETAILS OF APPLICANT

COMPANY/ GROUP:	
GIVEN NAMES:	
LAST NAME:	
CONTACT NUMBER:	
EMAIL ADDRESS:	
ADRESS:	

HIRE INFORMATION

AREA OF HIRE: - **MEMORIAL HALL** - **HAMEL HALL**	
DATES OF HIRE:	
NUMBER OF VANS:	
ARRIVAL DATE/TIME:	
DEPARTURE DATE/TIME:	
REGISTRATION OF VANS:	

Hire of Town Oval- Per Night / Per Van includes the use of Power, the Changerooms and Memorial Hall kitchen only.
Other Facility Hire will incur a separate hire fee.

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.

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

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 an "Application to Consume Liquor".

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 all lights and power units are switched off where required and all doors securely locked at the end of the function;

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 bank deposit 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

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

Hire Fee (Per Van/ Per Night) – Memorial Hall	$23.00	**Refundable Deposit (kitchen/hall)**	$
Hire Fee (Per Van/ Per Night) – Hamel Hall	$15.00	**Refundable Key Deposit**	$50.00
Total Fees		**Total Deposit**	

Receipt Number:	
Cleaner Emailed:	
Date:	

OFFICE USE ONLY- BOND INSPECTION

Approved ☐ **Declined** ☐

Signed: **Date:**

Notes:

☐ **Return deposit form with finance**

☐ **Pre authorisation released**