

APPLICATION TO HIRE MEMORIAL HALL

NAME:
ADDRESS:
EMAIL:
CONTACT NUMBER:
COMPANY / GROUP:
DATE:
HOURS:
PURPOSE:

The following equipment will be required:
(Available free of charge when hiring the Hamel Hall)

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Fold out Tables	38	
Chairs	170	
Urns	1	
Other requirements: Power <input type="checkbox"/> Water <input type="checkbox"/> Toilets/ Showers <input type="checkbox"/> Miscellaneous <input type="checkbox"/>		

PLEASE NOTE:

- Cutlery, crockery and glassware are NOT provided.
- Lighting and Audio (sound) equipment is NOT provided.
- It is the responsibility of the hirer to confirm quantities are available when required.

Please take the time to familiarise yourself with the attached copy of the Shire of Waroona COVID-19 Safety Plan

LIQUOR

Liquor **will / will not** be consumed at the function. 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.

Signed: _____ Date: _____

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OFFICE USE ONLY – FEES

(Please circle)

Main hall:

Refundable deposit: \$ 200.00 (with alcohol)
\$ 150.00 (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: \$ 30.00

Total: \$ _____

Receipt Number: _____ Date: _____

Details entered in Hall Diary: _____

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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 all lights and power units are switched off where required and all doors securely locked 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.

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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 cheque 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 \$30.00 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.

12. COVID-19 SAFETY PLAN

All users of Shire facilities must adhere to the government regulations and Shire of Waroona guidelines set out in the COVID-19 Safety Plan.

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.

Signed: _____ Date: _____

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Town Hall Layout

