SHIRE OF WAROONA

CF005. – Application to Hire Memorial Hall

DETAILS OF APPLICANT

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

HIRE INFORMATION – Please Note: Memorial Hall has a maximum capacity of 137 persons in the Main Hall/Stage Area, and 100 persons in the Supper Room

AREA OF HIRE- MEMORIAL HALL, KITCHEN AND/OR SUPPER ROOM (extra fees apply)	
DATES OF HIRE:	
SET-UP & PACK-DOWN TIME:	
TIME OF EVENT:	
PURPOSE:	
IS YOUR EVENT:	☐Private ☐Open to the public to attend (including ticketed events)
ESTIMATED ATTENDANCE NUMBERS:	

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	☐ Power ☐Toilet/Showers ☐ Water ☐Miscellaneous	

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PLEASE NOTE

- Minimal crockery is available at this location.
- Cutlery 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.

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:**

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 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.

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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) Restack chairs (maximum of 10 chairs per stack).

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 will be forfeited. The hall will be inspected by a Shire officer after each session, if it is deemed that the cleaning completed isn't to the satisfaction of the Shire then arrangements will be made for additional cleaning to be undertaken which will be deducted from the bond. If the cost exceeds the bond then the difference will be on charged to the hirer as outlined within the adopted fees and charges.

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. The Hirer is responsible for the care of all hired items and agrees to pay the full cost of repairing or replacing any items that are broken, damaged, lost, or otherwise rendered unusable during the hire period. The cost will be assessed by the Shire of Waroona and charged to the Hirer accordingly. 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. Please allow up to 14 days for bond return.

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 $52.00 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.

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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**
MEMORIAL HALL-SET UP FEES (per hour, half day, per day)		**REFUNDABLE DEPOSIT** (Memorial Hall)	$214.00 with alcohol
MEMORIAL HALL-HIRE CHARGES (per hour, half day, per day)			$160.00 without alcohol
KITCHEN- HIRE CHARGES (per hour, half day, per day)		**REFUNDABLE DEPOSIT** (Kitchen)	$104.00
SUPPER ROOM-HIRE CHARGES (per hour, half day, per day)		**REFUNDABLE DEPOSIT** (Key)	$52.00
TOTAL HIRE FEES	$	**TOTAL DEPOSIT**	$

Receipt Number:	
Cleaner Emailed:	
Date:	

OFFICE USE ONLY- BOND INSPECTION

☐ **Approved** ☐ **Declined**

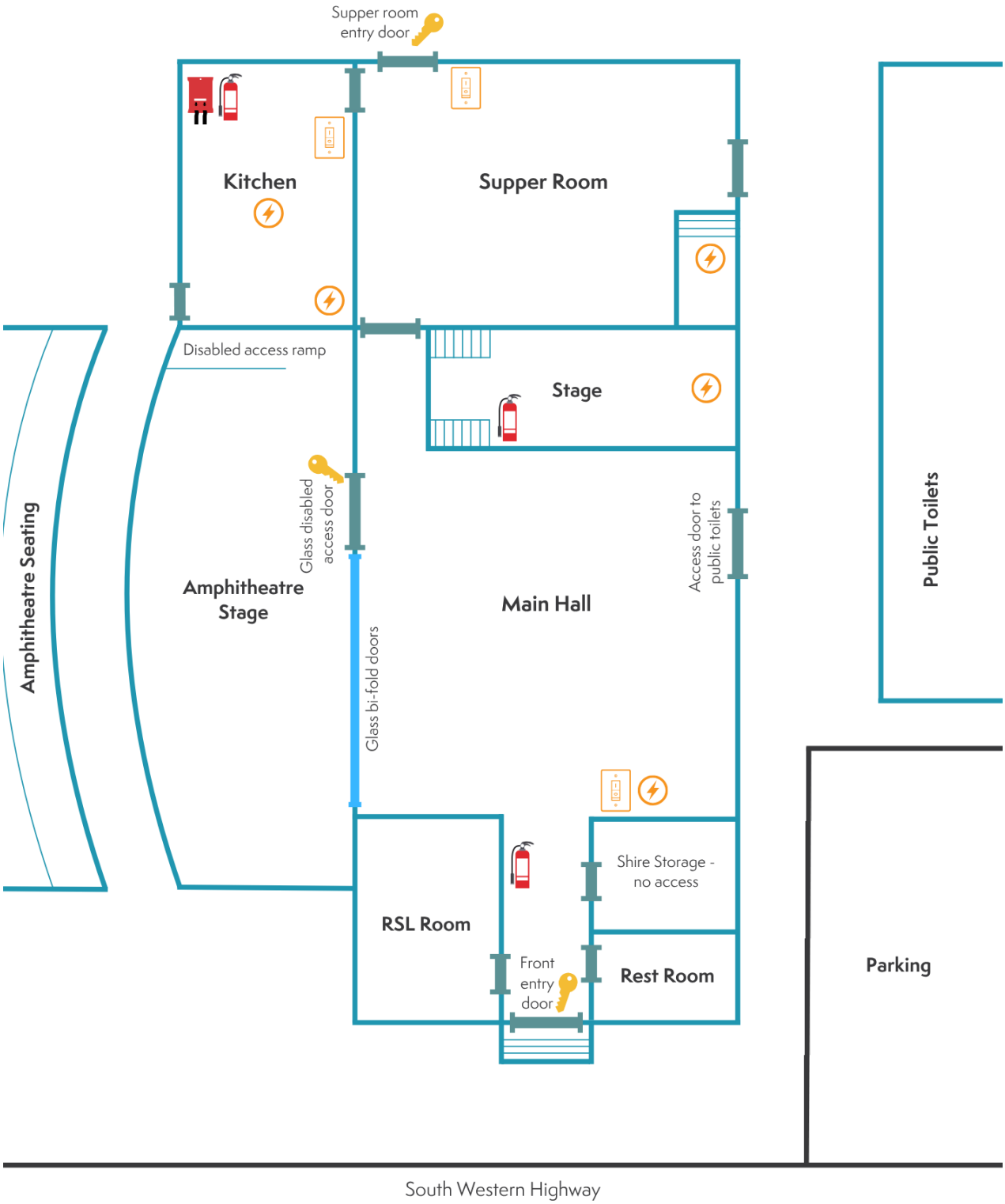
Signed: **Date:**

Notes:

☐ **Return deposit form with finance** ☐ **Pre Authorisation released**

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Memorial Hall
Floor Plan



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