SHIRE OF WAROONA

CF007. – Application to Hire Public Open Space

DETAILS OF APPLICANT

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

HIRE INFORMATION

DATE/S OF HIRE:	
START TIME:	
FINISH TIME:	
INTENDED USE:	
IS YOUR EVENT:	☐Private ☐Open to the public to attend (including ticketed events)
ESTIMATED ATTENDANCE NUMBERS:	
PARK / GARDEN/ AREA REQUESTED:	

LIQUOR CONSUMPTION ON PUBLIC OPEN SPACE AREA IS STRICTLY PROHIBITED

CONDITIONS

If any damage is caused to the venue or reserve as a result of your booking, eg; damage to reticulation, the cost of repairs will be incurred by the hirer.

Council considers maintaining the quality and condition of the Shire's property for the use of all community groups a high priority. Please ensure that maintenance issues are brought to our attentions, eg; damaged fences, defaced signs etc. Please ensure you understand the conditions listed below.

It is also a requirement that the facility be left in a clean and tidy condition at the conclusion of your event and that all rubbish is removed from the area. Please note that rice or confetti is not permitted on any Shire of Waroona reserves. Vehicles are also prohibited unless prior consent is obtained from the Shire.

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

DECLARATION

I _____ being the duty authorised representative of the applicant in endorsing this application will ensure compliance with the Shire of Waroona's Conditions of Hire Agreement and Local Laws. I acknowledge that these are my responsibility and will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

SIGNATURE:	**DATE:**

CONDITIONS OF HIRE AGREEMENT

(EXTRACTED FROM LOCAL GOVERNMENT PROPERTY LOCAL LAW)
Conditions which may be imposed on a permit

3.4 (1) Without limiting the generality of clause 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to-

a) the payment of a fee;
b) compliance with a standard or a policy of the local government adopted by the local government;
c) the duration and commencement of the permit;
d) the commencement of the permit being contingent on the happening of an event;
e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
f) the approval of another application for a permit which may be required by the local government under any written law;
g) the area of the district to which the permit applies;
h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.

(2) Without limiting clause 3.3(1)(a) and sub-clause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued –

a) when fees and charges are to be paid;
b) payment of a bond against possible damage or cleaning expenses or both;
c) restrictions on the erection of material or external decorations;
d) rules about the use of furniture, plants and effects;
e) limitations on the number of persons who may attend any function in or on local government property;
f) the duration of the hire;
g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is the first obtained for that purpose under *the Liquor Control Act 1988;*
i) whether or not the hire is for the exclusive use of the local government property;
j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer;
and
k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to nay person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

ANY BREACH OF THE ABOVE CONDITIONS AND INSTRUCTIONS COULD RESULT IN REFUSAL OF FURTHER USE OF ANY OF THE ABOVE MENTIONED FACILITES.

I HAVE READ ALL OF THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM.

SIGNATURE:	**DATE:**

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OFFICE USE ONLY- FEES		PLEASE CIRCLE	
HIRE FEE (Parks & Gardens)		**REFUNDABLE DEPOSIT** (Parks & Gardens)	
		REFUNDABLE DEPOSIT (Key)	$
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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