



FILE NO: 0301
REFERENCE: _____

Shire of Dumbleyung - FACILITY HIRE FORM

APPLICANT'S DETAILS

CONTACT NAME:		
ORGANISATION:		ABN:
ADDRESS:		
TELEPHONE:		
EMAIL:		

Is the applicant an individual hiring for private purposes?

- ☐ Yes
- ☐ No. *If no, please attach a copy of a certificate of Public Liability Insurance to this bookings form.*

Are you a Community Facility Hire Member?

- ☐ Yes
- ☐ No – Fees apply. *If you are a local club, community, or sporting group you are eligible for the annual hire fee of \$60.00/year. Please contact the Shire Office if you wish to register, fee covers all facility and equipment hire fees. **A bond may be required***

BILLING DETAILS

- ☐ Same as above

CONTACT NAME:		
ORGANISATION:		ABN:
ADDRESS:		
PHONE:		EMAIL:

BOND REFUND DETAILS

Payment is required to secure the booking, please complete the details below and we will deduct the charges upon the return of this form. Or phone the Admin on 9863 4012 to make payment over the phone.

NOTE: These details will be kept on file only for the duration of the booking then destroyed upon the return of the Bond, following the event.

CREDIT CARD:

NAME ON CARD:	
CARD NUMBERS:	
EXPIRY:	CCV:

BOOKING DETAILS

Tick	DUMBLEYUNG / KUKERIN TOWN HALL	HIRE	BOND
	COMMERCIAL COMPANY	\$240.00	\$300.00
	COMMUNITY EVENT	\$120.00	\$180.00
	COMMUNITY EVENTS (bookings of 5 or more in a 6 month period)	\$85.00	\$180.00
	PRIVATE EVENT (wedding/funeral/party etc)	\$210.00	\$300.00

	COMMUNITY ANNUAL FACILITY HIRE MEMBERSHIP (Local club, community, or sporting group, only). <i>Payable by 1st July each year, this membership allows clubs, community groups and sporting groups unlimited use to any shire-controlled facility at no further charge for the year, excluding the swimming pool and squash courts.</i> <i>Membership includes general equipment but not additional plant hire or delivery.</i>	\$65.00	**Bonds may still be required**
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EVENT TYPE:		NO. OF ATTENDEE/S:	
DATE/S:			
ACCESS TIMES/S:			
EVENT TIME/S:			

IS THIS EVENT OPEN TO PUBLIC ATTENDANCE?

Note: All events must comply with the facility capacity and Covid restrictions.

☐ YES ☐ NO

WILL ALCOHOL BE CONSUMED?

☐ YES ☐ NO

IF YES, WILL THE ALCOHOL BE:

☐ SOLD (INCLUDES IF IT'S PART OF A TICKET SALE)
☐ SUPPLIED
☐ BYO

Prior approval must be obtained from the Shire of Dumbleyung. If you plan to sell alcohol separately or by way of an inclusive charge it is necessary to obtain a liquor licence from the Department of Racing, Gaming and Liquor WA and a copy must be provided to the Shire of Dumbleyung.

KEY REQUIRED

Note: The Shire of Dumbleyung's administration building is open 8.30am – 4.30pm, Monday to Friday for **collection and return of keys** to the premises. Functions requiring collection or return of keys outside of these times will need to make arrangements at the time of booking.

OTHER REQUIREMENTS/SPECIFICATIONS/COMMENTS:

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ADDITIONAL FEES & CHARGES

GL	TYPE	FEE	TOTAL
Dumbleyung / Kukerin Hall, ONLY			
3110120	Kitchen Hire Only – Full Day	\$55.00	\$
9341524	Kitchen Hire Only – BOND	\$180.00	\$
		TOTAL	\$

Town Hall Equipment fees are included in the Hall hire – for equipment only, complete "Equipment Hire Form"

TERMS & CONDITIONS

- (a) The booking is not confirmed until the **full bond is paid**.
- (b) **Full payment is required prior to the event date**, or the booking will automatically be cancelled.
- (c) This form must be completed, signed, and submitted before an invoice will be issued.
- (d) The facility is to be entered and vacated by the nominated booking time.
- (e) Any late amendments to bookings will be deducted from the bond or met by the hirer.
- (f) The facility is to be left in a **clean and tidy** condition:
 - Lights and electrical appliances are to be switched off (excluding refrigeration).
 - All doors locked and all windows secured.
 - Tables and chairs should be cleaned and put back to their original position.
 - All bench and table surfaces are wiped and cleaned.
 - Floor to be swept.
 - All rubbish is to be placed in the wheelie bins provided outside the building.
 - All kitchen amenities are cleaned and put away, including cleaning of the oven/stove.
 - All decorations are removed.
 - The bar area, if used, left in a clean and tidy state.
 - All toilets are left in a clean and tidy state. Council's caretaker will mop the toilet area following use of the facility.
- (g) All costs for losses, damage or extra cleaning required inside and/or outside the facility will be deducted from the bond or met by the hirer. The hirer must inform the Shire of any damage discovered prior to the commencement of their booking. Failure to do so may jeopardise the bond. The hirer must inform the Shire of any damage caused during their booking. Any unreported damage may also be deducted from the bond or met by the hirer.
- (h) The driving of tacks, nails, screws or fixing of blu-tack etc into or onto any of the woodwork, walls or any part of the building, furniture or fixtures is strictly prohibited. No internal or external decorations are permitted to be erected without prior approval from the Shire.
- (i) The use of candles or smoke devices within Shire facilities is used at the supervision of the hirer, all wax is to be properly cleaned without damage to the facility or equipment and facility is to be properly aired after usage of smoke devices.
- (j) The Shire has a NO SMOKING POLICY in all Shire owned and controlled buildings and within 5 metres of all building entrances and openings.
- (k) It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner which causes a nuisance or annoyance. The hirer is to ensure that guests always behave in a decent manner, both inside and outside the facility. If police are called out due to excessive noise, to maintain order or disperse a disorderly crowd, the bond may be forfeited.
- (l) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire. However, every care and precaution will be taken in this regard.
- (m) It may be necessary for maintenance work to be carried out on grounds and venues during your booking time. You will be contacted and advised of the nature of work and proposed timeframe. Every effort will be made to find an alternative venue for the hirer however no guarantee can be given.
- (n) If alcohol is consumed, you must follow the restrictions as noted on your approved Liquor Licence.

- (o) Each building is equipped with a limited number of tables and chairs. Any additional equipment required is to be provided at the hirer's expense.
- (p) The Shire reserves the right to require the presence of security/crowd control. This would involve the hiring of a licensed security firm at a ratio of 1:40 guests. Proof of the booking would be required in writing from the security company **no later than 7 days prior to the booking date.**
- (q) Hirers intending to use existing stage lighting should familiarise themselves on how to access and operate the lighting system by reading the 'how to operate' instructions as provided (instructions located at the hall).
- (r) Working at heights is a high-risk activity, and a leading cause of death and serious injury in Australia. Any facility hirers working at a height above 2m (e.g., put up decorations) should ensure that they have the relevant training and qualifications to perform the task to minimise any potential of risk to the safety of themselves and others.
- (s) Bookings may be declined at the discretion of the Shire of Dumbleyung.
- (t) If a breach of the Terms and Conditions of hire is made the hirer will automatically forfeit the full bond.

I hereby acknowledge that I have read and agree to abide by the above Terms and Conditions of hire.

APPLICANT:

FULL NAME:

SIGNATURE:

DATE:

On completion of this form, please return to the Shire of Dumbleyung:

- Email: enquiries@dumbleyung.wa.gov.au
- In Person: Administration Office, 32 Harvey Street, Dumbleyung WA 6350.

OFFICE USE ONLY

FEE PAYABLE:	HIRE \$	FACILITY HIRE MEMBER? Yes / No IF A FACILITY HIRE MEMBER, A BOND MAY BE REQUIRED
	BOND \$	
RECEIPT NO:	#	BOOKED IN CALENDAR & INVITED CLEANER: Yes / No
KEY NO:	#	
OFFICER NAME & SIGNATURE:		
DATE:		

AFTER THE EVENT

KEY RETURNED: ☐ Yes ☐ No	DATE:
VENUE CHECKED: ☐ Yes ☐ No	NOTES:
BOND RETURNED: ☐ Yes ☐ No	REASON FOR NOT FULL RETURN:
OFFICER NAME & SIGNATURE:	
DATE:	