



SHIRE HALL HIRE FORM

HIRER CONTACT DETAILS

Name		Organisation	
Address		Email	
Phone		Mobile	

VENUE REQUIREMENTS

Venue	Dates		Time <i>(include set-up & pack-up time)</i>		When will keys be collected & dropped off <i>(Include date & Time)</i>	
	From	To	Start	Finish	Collect	Drop off
Shire Hall						

EVENT DETAILS

Type of event/activity <i>(please describe)</i>						
Number of People expected to attend? <i>(Max seating capacity 350)</i>		Is there an entry fee? If so, how much?				
Will alcohol be consumed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will security/crowd control be present?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has a copy of licence been provided?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the Police been notified? <i>(only if liquor is being consumed)</i>					<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please note: If alcohol is to be consumed a Council permit will need completed and given to the CEO for approval.

EQUIPMENT

Item		Item	
Bain Marie & Trays	<input type="checkbox"/> Yes <input type="checkbox"/> No	Deep Fryer <i>(own oil to be supplied)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Hot Water Urn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Projector & Screen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cool Room	<input type="checkbox"/> Yes <input type="checkbox"/> No	Popcorn Machine	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tables <i>(indicate qty max 30)</i>		Chairs <i>(indicate qty max 350)</i>	
* Cutlery & Crockery	<input type="checkbox"/> Yes <input type="checkbox"/> No	Qty Required <i>(max 200)</i>	

* Charges and bond applicable

Please note: It is against the Health Act for people to smoke or to allow others to smoke inside and within 5m of exit doors. Prosecutions can result for any breach of these laws.

BOND & HIRE PAYMENT INFORMATION - *Payment to be received at least 3 days prior to hire date*

Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/> Credit Card - <i>Please call the office to make payment</i> <input type="checkbox"/> Purchase Order # _____ <i>an invoice will be issued, which must be paid at least 3 days prior to the hire date</i>
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HIRER DECLARATION

I acknowledge that I have read the Conditions of Hire and agree to abide by them. The hirer undertakes to hold the Shire of Meekatharra indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of or arising out of the hiring of the Shire facility/equipment, (or part thereof), during the period when such facility/equipment is on hire.

Name		Organisation	
Signature		Date	

OFFICE USE ONLY

PRIOR TO HIRE

Application Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment of Bond Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Number	
Payment of Venue Hire Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for non-payment	
Receipt Number	
Officer Signature	
Date	

POST HIRE

Inspection Conducted (<i>cleaner</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Inspection Conducted	
Bond to be Refunded	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Non-refund	
Cleaning	\$
Damage	\$
Other	\$
Total amount to be withheld / Invoiced	\$
Invoice number	

CONDITIONS OF HIRE

The Shire maintains its facilities in good condition and trusts that the facilities meet with your requirements.

1. Payment of the bond must be received in full not less than 3 business days prior to hire. Bookings will not be confirmed until the bond has been received in full.
2. Council may, at their discretion, re-hire the facility or equipment if the bond payment is not received within the specified time frame.
3. Payment for the venue hire must be received prior to collection of keys.
4. The hirer is responsible for the orderly behaviour of those who attend the event or function. If there are any incidents of disorderly behaviour that results in damage, the bond may be forfeited.
5. The hirer will be liable for any repair costs that exceed the bond.
6. The hirer will be held liable for any damages arising from negligence associated with the event/activity they are holding and are therefore required to ensure they have public liability coverage.
7. No signage or decorations are to be placed in the venue without prior arrangement and approval.
8. Smoking is not permitted in the venue or within 5m of the exit doors.
9. No confetti is to be brought into or used in the building
10. Pets are not permitted in the venue with the exception of approved assistance animals.
11. If alcohol is to be sold the appropriate license is required from the Dept. of Racing, Gaming and Liquor and a copy must be provided to the Shire of Meekatharra as part of the application process.
12. Where alcohol is to be consumed you are responsible to ensure adequate measures are in place at the Entry and Exit points to ensure there are no breaches of the Liquor Control Act 1988 and the safety of all attendees.
13. The hirer must comply with the provision of the Noise Abatement Act of 1972, sound level output must be reduced if requested by the Shire staff.
14. Live flames are not permitted within the facility due to fire regulations.
15. No light, lighting fixtures or fittings are to be covered or decorated in any way
16. The hirer shall replace all furniture in the position designated by the Shire. Decorations, food scraps and rubbish must be removed and the facility swept and left in a clean and tidy condition.
17. Tables and chairs are not to be removed from the building.
18. On departure, the venue must be locked with all doors and windows secure.
19. Keys are to be returned on completion of the event. Next business day if event is held on a weekend.
20. The bond will be refunded after a final inspection has been conducted. If the bond was paid with a debit/credit card, the bond will be refunded by EFT and you will need to provide your BSB and Account number when the venue keys and equipment is returned. Bond paid by cash will be refunded in cash.
21. All costs for losses, damage or cleaning will be deducted from the bond. If costs exceed the bond, then the hirer will be charged the difference. If a purchase order was used to secure the bond, an invoice will be raised.
22. The Shire reserves the right to refuse any application for hire.
23. The Shire reserves the right to waive the venue hire fee for community groups upon application to the CEO, however this does not include the bond.