

Facilities Hire Form
RETURN FAX NO.: 99811505

Application Details **(Responsible for payment)** **Date of Application:** _____

Name: _____ Phone (H/M) _____

Address: _____ (W) _____

Name of Group/Organisation: _____ Email: _____

Facility Required (PLEASE TICK)

| Facility | Seating Capacity | |
|--------------------------|---|--------------------------|
| Hall | 400 | <input type="checkbox"/> |
| Sporting Complex | 60 | <input type="checkbox"/> |
| Oval | N/A | <input type="checkbox"/> |
| Other Equipment Required | Coolroom | Yes/No |
| | BBQ | Yes/No |
| | *Hot Water Urn | Yes/No |
| | *Deep Fryer | Yes/No |
| | *Cutlery and Crockery | Yes/No |
| | If yes number required: 50 settings / 100 settings / 150 settings / 200 settings (Please circle one) | |
| | *Charges and bond applicable | |

Please Note: It is against the Health Act for people to smoke or to allow others to smoke within enclosed public venues. Prosecutions can result for any breach of these laws.

Purpose of Activity / Function: _____

Date Required: _____ Hours Required: From _____ To _____

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Approximate number of people attending: _____

Approximate Date/Time key will be collected from the Shire office: _____

Anticipated Date/Time you may want to setup for your event/function: _____

Will alcohol be consumed? YES/NO
If YES a council permit also needs to be completed and given to CEO for approval

Will alcohol be sold? YES/NO

If alcohol is being sold, or included in a cover charge, you will need to obtain a license from the Office of Racing, Gaming and Liquor (Meekatharra Courthouse)

If YES has a licence been granted by Liquor and Gaming? YES/NO Copy attached: YES/NO

CONDITIONS OF HIRE

Upon receipt of full payment of hire fees and equal amount in refundable bond a booking will be confirmed. Council may, at their discretion, re-hire the facility or equipment until full payment is received.

If damage occurs and the repair cost's exceeds the bond, the hirer will be liable for the balance of the total costs involved. Arrangements will be made for the refund of the bond on receipt of advice from the cleaning supervisor/manager that the facility/equipment has been left in a clean and damage free condition.

Indemnification

Upon acceptance of the hiring conditions, 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), the property of the Shire of Meekatharra, during the period when such facility/equipment is on hire.

Applicants Signature _____ **Date** _____

OFFICE USE ONLY

FEES: CHEQUES ARE TO BE MADE PAYABLE TO THE SHIRE OF MEEKATHARRA

HIRE FEE: \$ _____

OTHER HIRE FEE'S: \$ _____

TOTAL HIRE FEE: \$ _____
(Including GST)

BOND DUE \$ _____ + _____ key bond + equipment bond _____

TOTAL PAYMENT DUE \$ _____

ENTERED IN DAILY BOOKINGS BY: _____

DATE PAID: _____ RECEIPT NO: _____

BOND PAID DATE: _____ OFFICER WHO RECEIVED BOND: _____

DATE KEYS RETURNED TO OFFICE: _____

WAS FACILITY & OR EQUIPMENT LEFT IN GOOD CONDITION? YES/NO

BOND REFUND NAME: _____

SIGNATURE: _____

SHIRE OF MEEKATHARRA

CONDITIONS OF HIRE

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

Application for hire of a facility or equipment shall be made on the appropriate form. In return for the use of Council facilities you are required to comply with the following regulations.

1. **Tentative Bookings:** when a booking is made no keys/ equipment will be handed over until the hire fee and bond are paid in full. Also until payment is received the booking will not be confirmed.
2. **Bond:** a bond is payable in addition to the hire fee, to cover possible costs associated with cleaning/ damage/ loss of keys/ additional usage of failure to turn off air conditioner.

Arrangements will be made for the refund bond, minus any sum payable for the above costs, upon advice from the Cleaning Supervisor and Management that the facility has been left in a clean and damage free condition.

3. **Cleaning:** the facility is to be left in a clean condition – if any cleaning is required to be organised by the Shire, the cost will be deducted from bond monies.

Floors should be mopped with water – DO NOT USE DETERGENT AS IT STRIPS FLOOR POLISH

The hirer shall replace all furniture in the position designated by the Shire. Decorations, food scraps and rubbish must be removed, and the facility area swept and left in clean and tidy condition by the time the booking expires.

4. **Vacating Premises:** all functions must be finalised and the facility cleaned and vacated upon expiration of the period of hire. If the premises are not vacated, additional hire cost will be deducted from bond.
5. **Number of Guests:** do not invite more guests than that the Shires facility can adequately accommodate.
6. **Noise:** comply with the provisions of the Noise Abatement Act of 1972, sound level output must be reduced if requested by Shire Staff.
7. **Live Flames:** are not permitted within the facility due to fire regulations. Please note the importance of adhering to the strict no-smoking policy within the Shire buildings.
8. **Indemnification:** hirers are required to bind as The Hirer to hold the Shire of Meekatharra and employees of 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 property of the Shire of Meekatharra, during all periods when such venue is on hire to The Hirer.
9. **Double Bookings:** in the event to two (2) or more applications being received for the hire of the building at the same time and date, the Council may, without consideration priority of applications, determine which hirer is successful.
10. **Charges:** shall be at rates set from time to time by Council and may include any furniture or equipment. Council reserves the right to grant permission of all or any part of the hire charges to the hirer.
11. **Additional Equipment:** the facilities are equipped with a certain amount of equipment. Any additional equipment is to be provided at the hirer's expense.
12. **Hirer's Responsibility:** each hirer will be responsible for the actions of it's members whilst using the premises. Consideration must be shown at all times for other persons using the premises. A hirer may not use equipment belonging to another hire group, without written consent of the leaders or officers of that hirer group and in such cases, the borrower shall be fully liable for any loss or damage occurring to such equipment whilst under his/her jurisdiction. A person who is intoxicated or whose behaviour is considered detrimental to other patrons of a Council facility, or who uses profane language, or who marks, damages, or defaces any property of the facility shall be directed to leave the premises.

13. **Movement of Furniture and Equipment within the facility building:** Hirer's may not move plant, furniture or fittings without first obtaining the permission of staff at the Shire. Extreme care must be taken in transporting and positioning tables and chairs, so that such equipment does not damage the floor. Tables are left clean and stacked away. Chairs are to be left clean and stacked also.
14. **Hanging of Decorations:** the driving of tacks, nails, screws or affixing of adhesive, materials etc not into or on any of the woodwork or walls or any part of the buildings, furniture or fixtures is strictly forbidden. All decorations are to be hung on the fixtures provided and must be removed after the functions.
15. **Authorised Representative:** any Officer of the Shire of Meekatharra on duty or any authorised agent of the Shire, shall be permitted free ingress and egress to the facility during the engagement and shall be given every facility for enforcing these conditions.
16. **Compliance with Regulations:** the hirer of any portion of a facility shall comply with the provisions the Health Act, Entertainment Tax Act, Police Act and the Criminal Code and State Electricity Commission Regulations and any other Act in force for the time being, applying to such hiring of the facility.
17. **Liquor being Sold:** if liquor is being sold at the function or is included in the price of the admittance ticket, a function permit must be obtained from the Clerk of Courts and Council permission obtained in writing.

18. **THE HIRER MUST INSURE THAT:**

- No light and no lighting fixture or fitting interfered with, covered or decorated in any way.
- No live flame i.e. Candles, kerosene lanterns etc, are brought into or used in the building.
- No confetti is brought into or used in the building.
- Any kitchen or food preparation room is left in a clean condition and that all rubbish is placed in the bags or other receptacle provided therefore.
- All decorations, including flowers and all equipment brought into the building are removed by the time the period of hire terminates.
- No damage caused to the building or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith.
- No property, chattels, equipment, fixtures or fittings are removed from the building.
- No nuisance or annoyance is caused to owners or occupiers of property in the vicinity of the facility.
- Where liquor or other drinks are to be serviced from a keg or other bulk container, such keg or container is located in the place designated by an Officer of the Council.
- **Smoking is not permitted in the facility at any time.**