Applications should be submitted at least two weeks prior to the event date. Applications for the service of food and alcohol may be required. Public events require event notification. Please refer to <https://www.chittering.wa.gov.au/visit/events/event-organisation-and-promotion.aspx> prior to submitting your application.

## APPLICANT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Hirer |       | Organisation |       |
| Mailing Address |       |
| Telephone No |       | Mobile No |       |
| Email Address |       |

## FUNCTION DETAILS

|  |  |
| --- | --- |
| Type of function/Purpose | *(eg Wedding, product fundraiser)* |
| Date required | From       /       /        | To       /       /        |
| Time required | From       :       am/pm  | To       :       am/pm |
| Type of Event | [ ]  Public Event – Please fill in Notification Form | [ ]  Private Event |
| Facilities | [ ]  Muchea – Entire Complex | [ ]  Lower Chittering – Entire Complex |
| [ ]  Oval Only | [ ]  Oval Only |
| [ ]  Hall Only | [ ]  Hall Only |

### CHECKLIST *(to assist in processing your application, please complete the following checklist)*

|  |  |  |
| --- | --- | --- |
| Will alcohol be consumed or served? | Yes [ ] / No[ ]  | If yes, please refer here: <https://www.chittering.wa.gov.au/visit/events/event-organisation-and-promotion.aspx>  |
| Will you be selling or serving food? | Yes[ ]  / No[ ]  |  |
| Do you require Council assistance with cleaning? | Yes[ ]  / No[ ]  |  |
| Would you like your Event advertised on the Shire’s website?  | Yes[ ]  / No[ ]  | If yes, please refer here: <https://www.chittering.wa.gov.au/visit/events/event-organisation-and-promotion.aspx> |

### SCHEDULE OF FEES AND CHARGES

Please refer to the Shire website for the current fees and charges or contact the Shire on 9576 4600 or email chatter@chittering.wa.gov.au

## DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

I/We have read the schedule of fees and conditions of use and understand my responsibilities of the Hirer of Council Property.

I/we understand that bookings will only be held for seven (7) working days without payment of bond. Full payment is required before keys are released. Cancellations within 14 working days of event will result in forfeiture of the bond.

I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted and indemnify the Shire of Chittering against all actions, claims, demands and costs arising out of or in connection with the use / hire of this facility.

|  |  |  |
| --- | --- | --- |
|       /       /      |       |       |
| Date | Name | Signature |

|  |  |
| --- | --- |
| **HIRER** | The Hirer must be 18 years and over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue. |
| **ACCESS** | The Hirer and Public are restricted to the specific area of hire during designated times.**ALL BUILDINGS used are to be LOCKED on exit and key returned to the Shire Admin Office.** |
| **HIRE CHARGE** | Payment of the prescribed hire charge must be **paid in full prior to the use of the facility. Keys will not be released unless payment is made.** The Hirer shall be responsible for the first $1,000 damage (insurance excess) and/or excessive cleaning. Facilities are to be left clean and tidy and all items returned to their original place. |
| **BOND** | Refund of bond will only be made after satisfactory inspection and will be released by EFT. |
| **KEYS** | **Keys to be picked up / returned to the Shire Admin Office unless prior arrangements made with a staff member. Failure to return keys will result in the forfeiture of all bonds.** |
| **LIQUOR** | **CONSUMPTION OR SALE OF LIQUOR REQUIRES PRIOR SHIRE PERMISSION.**Consumption of alcohol on Shire premises requires written permission. Alcohol cannot be consumed after midnight.**Special Events:** Where substantial quantities of liquor are expected to be consumed, the Hirer must employ or otherwise have a person collect and remove all empty bottles, cans and refuse during the course of the event and is expected to have considered a risk management plan and security arrangements. |
| **SMOKING** | **SMOKING IS NOT PERMITTED** within any Shire facilities. Failure to comply will result in the forfeiture of any bond paid. |
| **CATERING** | Hire of any portion of Shire facilities shall comply with the provisions of the Health Act and Food Hygiene Regulations. No food is to be left in kitchen after the event. |
| **HEALTH ACT** | The hirer should comply with the provisions of the Health Act (and any other Act or bylaw currently in force at the time). The hirer accepts full responsibility in the event of any dispute arising in connection with the provisions of necessities under relevant Acts and/or bylaws or the non-compliance therewith. |
| **FURNITURE/ EQUIPMENT** | No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Shire facilities without prior permission from the Shire. Hirers are responsible for their own setting up and down of tables, chairs and trestles. **Please ensure that furniture is not dragged across floors.**  Chairs and tables will be counted at the completion of the event. Any missing items will be charged at replacement cost plus 20% Administration charges. All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when departing the facility, please ensure that all doors and windows are locked. Fridges are to be turned off and left **OPEN.** |
| **CROCKERY / CUTLERY** | All crockery and cutlery used is to be washed and put away. Please report any breakages to the Shire Admin Office. Breakages will be charged at replacement cost plus 20% administration charge. |
| **DECORATIONS** | No person shall erect any internal decorations, place nails or screws in woodwork or walls in any facility. Internal decorations may be temporarily affixed using an ‘approved’ method but must be completely removed following hiring. Please discuss this with the Shire representative prior to your event. |
| **CLEANING** | The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacle provided. Floors must be swept and/or vacuumed. Kitchen floors must be mopped. Use only warm soapy water for cleaning. Benches, tables and chairs are to be wiped down with warm soapy water.The venue is to be returned to the Shire in the same condition as was received or extra fees will be incurred. |
| **LIGHTS** | Ensure all internal lights are turned off on departure. |
| **MUSIC COPYRIGHT** | It is the responsibility of the Hirer to obtain the necessary copyright from ‘The Australian Performing Rights Association’ (APRA) if required.  |
| **INSURANCE** | The Shire of Chittering maintains a Casual Hirers Insurance Policy. The Policy cover is as follows: *Casual Hirers of facility owned by the Member. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.*  |
| **CONCLUSION OF FUNCTION** | Facilities can only be hired until midnight. All music must cease by **11.45pm** and guests must have vacated the facilities and car parks by **01.00am.** SPECIAL EVENTS: Permission may be sought from the Shire to extend the closure time. This must be applied for 30 (thirty) days prior to the event and the Shire will provide notification to the local police. Approval will be at the discretion of the Shire.  |

## OFFICE USE ONLY

|  |  |  |  |
| --- | --- | --- | --- |
| Booking received | #       | Booking recorded by |       |
| Booking approved | #       | Booking entered into booking calendar / file | Click or tap to enter a date. |
| Permission to sell alcohol granted | #       | Permission to sell food granted | #       |
| Other permission |       |
| Customer notified  | Click or tap to enter a date. | Works request #       | Cleaner notified | #       |
| Payment received |  $       | Click or tap to enter a date. | EFTPOS | CASH | CHEQUE |
| Key collected by |       | Date collected | Click or tap to enter a date. |

### CLEANING CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| Date checked before use | Click or tap to enter a date. | Cleaning checklist carried out | [ ] Yes [ ]  No |
| Date checked after use | Click or tap to enter a date. | Was extra cleaning required | [ ] Yes [ ]  No |
| Time taken |       | Tasks required |       |
| Comments |       |
| Venue left in clean & tidy condition | [ ] Yes [ ] No | Officer’s Signature |       |

### REFUND OF BOND

|  |  |  |  |
| --- | --- | --- | --- |
| Hall Key Returned by |       | Date Returned | Click or tap to enter a date. |
| Officer has inspected venue | Click or tap to enter a date. | Bond refund recommended | [ ] Yes [ ]  No |
| Comments |       |
|  |

### MAINTENANCE OF VENUE

|  |  |
| --- | --- |
| The following items require maintenance |       |
|  |
| Works request lodged | [ ] Yes [ ]  No | #       |