

COUNCIL CHAMBERS BOOKING APPLICATION



Office Hours
8:30am – 4:30pm
Monday to Friday

6177 Great Northern Highway
PO Box 70
BINDOON WA 6502

(08) 9576 4600

chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

Simple applications (ie hire only with no food considerations) can be submitted at any time. More complex applications should be submitted at least 8 weeks prior to the event.

The Council Chambers has standard tea, coffee, water and biscuits available for all bookings.

Community organisations and/or groups are exempt from any hire charges, however are still required to complete and submit a booking form.

APPLICANT DETAILS

Name of Event			
Name of Hirer	Organisation	Contact Person	
Mailing Address			
Telephone No		Mobile No	
Email Address			

FUNCTION DETAILS

Type of Function/Purpose	<i>(eg Workshop, meeting)</i>		
Date required	From	/ /	To / /
Time required	From	: am/pm	To : am/pm
Set up/pack down time	From	: am/pm	To : am/pm
Type of Event	<input type="checkbox"/> Public Event – Please fill in Notification Form		<input type="checkbox"/> Private Event
Expected Attendance	NOTE: Total capacity not to exceed 50 (seated as per normal layout). If you wish to change the layout this needs to be negotiated with the Executive Support Officer.		

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.

SCHEDULE OF FEES AND CHARGES FOR 2018/19

Hire Cost Half Day (min 4hrs)	175.00	
Hire Cost Full Day (min 8hrs)	300.00	
Hire Cost Per Hour (if under 4 hours)	50.00	
Digital Projector and Screen (day hire)	35.00	
Digital Projector and Screen (hour hire)	5.00	
Cancellation Fee (If cancelled within 14 days of the booking)	22.00	
Bond per hour (refundable)	20.00	
Bond day hire (refundable)	150.00	
	TOTAL	

CONDITIONS OF USE

1. Bonds are to be paid and cleared in the Shire's bank account before the hire of the facilities, equipment or the supplying of keys;
2. The CEO or EMCS may amend or impose an additional Bond for the use of the Council Chambers by any group or individual/s where they believe it is in the best interest of the Shire to do so;
3. GST is payable whenever Bonds are retained by the Shire;
4. The Hirer is liable for the first \$300 of damage incurred over and above the bond paid.

CLEANING REQUIREMENTS

Unless special arrangements have been agreed to by the Shire, the Council Chambers are to be tidied to the same standard as the facility was originally hired, at the end of the hire.

DECLARATION

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

Name	Signature	Date
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OFFICE USE ONLY

Date Received			Booking recorded by		
Booking approved		Yes / No	Booking entered into booking calendar / file		Yes / No
Customer notified	Date / /	Works request lodged CR No:		Cleaner notified	Yes / No
Payment received	\$	Date / /	EFTPOS	CASH	CHEQUE

CLEANING CHECKLIST

Date checked before use	/ /	Cleaning checklist carried out	Yes / No
Date checked after use	/ /	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

Officer has inspected venue	Date / /	Bond refund recommended	Yes / No
Comments			