

FACILITY HIRE APPLICATION (HALLS)



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

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Use this form to apply for a Casual Booking at Muchea or Lower Chittering Hall. Applications should be submitted at least two weeks prior to the event date. Applications for food, alcohol or equipment may be required and should be taken into consideration when submitting your application.

APPLICANT DETAILS

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

FUNCTION DETAILS

Type of function/Purpose	<i>(eg Wedding, product fundraiser)</i>		
Date required	From	/ /	To / /
Time required	From	: am/pm	To : am/pm
Type of Event	<input type="checkbox"/> Public Event – Please fill in Notification Form	<input type="checkbox"/> Private Event	
Facilities	<input type="checkbox"/> Muchea – Entire Complex	<input type="checkbox"/> Lower Chittering – Entire Complex	
	<input type="checkbox"/> Oval Only	<input type="checkbox"/> Oval Only	
	<input type="checkbox"/> Hall Only	<input type="checkbox"/> Hall Only	

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

Will alcohol be consumed or served?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	(If yes, please complete "Permission to Serve Alcohol" form)
Will you be selling or serving food?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	(If yes, please complete a "Temporary Food Stall Application" form)
Do you require Council assistance with cleaning?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Would you like your Event advertised on the Shire's website?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	(If yes, please complete an Event Notification Form)

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 2017/18

HALL ONLY - Per Hour	37.00	
HALL ONLY - Per Day / Night (12 hrs)	180.00	
OVAL ONLY - Full Day	110.00	
HALL & OVAL - Per Use	290.00	
Cancellation Fee (If cancelled within 14 days of the booking)	22.00	
Key Bond (refundable)	50.00	
Bond without alcohol (refundable)	200.00	
Bond with alcohol (refundable)	500.00	
	TOTAL	

CONDITIONS OF USE / HIRE OF COUNCIL FACILITIES

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: <i>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.</i>
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.

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 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

OFFICE USE ONLY

Date Received			Booking recorded by		
Booking approved		Yes / No	Booking entered into booking calendar / file		Yes / No
Permission to sell alcohol granted		Yes / No	Permission to sell food granted		Yes / No
Other permission					
Customer notified	Date / /	Works request lodged CR No:		Cleaner notified	Yes / No
Payment received	\$	Date / /	EFTPOS	CASH	CHEQUE
Key collected by		Date collected		/ /	

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

Hall Key Returned by		Date Returned	
Officer has inspected venue	Date / /	Bond refund recommended	Yes / No
Comments			

MAINTENANCE OF VENUE

The following items require maintenance			
Works request lodged	Yes / No	Date / /	