



# Long Term Venue Hire Form

This form is for all venue hire bookings that occur for a minimum of 1 month, with a minimum of one session per week. The Shire of Shark Bay encourages you to discuss your booking with the Shire's Customer Service Officer prior to submitting this form. Please allow a minimum of 10 working days for application assessment.

DATE OF APPLICATION

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PERSONAL INFORMATION

Full Name : \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Suburb : \_\_\_\_\_ Postcode : \_\_\_\_\_

Mobile : \_\_\_\_\_ Phone : \_\_\_\_\_

Email : \_\_\_\_\_

I confirm that the above person is the contact person on the day of hire : Yes  No

If no, please provide contact details for the day of hire below.

Full Name : \_\_\_\_\_

Address : \_\_\_\_\_

Mobile : \_\_\_\_\_ Phone : \_\_\_\_\_

Email : \_\_\_\_\_

## PURPOSE OF HIRE

Purpose : \_\_\_\_\_

Will you be charging a participation/entrance fee : Yes  No

If yes, how much will you be charging per attendee : \$0.00 - \$5.00  \$5.01 - \$20.00



## FACILITY HIRE INFORMATION

Venue Preference : Denham Town Hall  Meeting Room  Indoor Courts

George Wear Park  Denham Oval

Hire Start Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Hire End Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

OR School Term of Hire : One  Two  Three  Four

## DETAILS OF HIRE

### DAY ONE

Day : Mon  Tue  Wed  Thu  Fri  Sat  Sun

Access Start Time : \_\_\_\_\_

Access End Time : \_\_\_\_\_

**PLEASE NOTE :** Hire fees are based on venue access times, not event times. Please include set up and pack down.

### DAY TWO (IF REQUIRED)

Day : Mon  Tue  Wed  Thu  Fri  Sat  Sun

Access Start Time : \_\_\_\_\_

Access End Time : \_\_\_\_\_

### DAY THREE (IF REQUIRED)

Day : Mon  Tue  Wed  Thu  Fri  Sat  Sun

Access Start Time : \_\_\_\_\_

Access End Time : \_\_\_\_\_

### DAY FOUR (IF REQUIRED)

Day : Mon  Tue  Wed  Thu  Fri  Sat  Sun

Access Start Time : \_\_\_\_\_

Access End Time : \_\_\_\_\_

**PLEASE NOTE :** Additional days can be requested through the Shire's Customer Service Officer.



## KEY ACCESS

To access indoor facilities a key is required to be picked up from, and returned to, the Shire Administration Office during office hours. The key holder is responsible for the venue from the time the key is picked up until the time the key is returned to the Shire Administration Office. **Please note, a key bond may be required.**

The Shire Administration Office is located at 65 Knight Terrace, Denham, and office hours are from 8:30am to 4:00pm, Monday to Friday, **excluding public holidays.**

Full Name : \_\_\_\_\_

Pick Up Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Drop Off Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature : \_\_\_\_\_

## PUBLIC LIABILITY INSURANCE

As the applicant for the facility hire, you are responsible for the safety of all attendees at the venue and equipment used for the duration of your hire. We therefore require you to have Public Liability insurance for the timeframe of the facility hire. A copy of this insurance must be provided to the Shire of Shark Bay before the hire is approved.

I have provided Public Liability insurance for the timeframe of facility hire : Yes  No

## FEES & CHARGES (EFFECTIVE 1 AUGUST 2022)

The Shire of Shark Bay's Fees & Charges for long term or regular venue hire bookings can be seen below. Payment will be requested by the Customer Service Officer once available dates have been confirmed.

### DENHAM TOWN HALL, INDOOR COURTS AND MEETING ROOM : \$5.01 - \$20.00 PER PARTICIPANT

1 x Weekly Booking	\$60.00	Per Month
1 x Weekly Booking	\$120.00	Per Term
2 x Weekly Booking	\$80.00	Per Month
2 x Weekly Booking	\$160.00	Per Term
3 or more x Weekly Booking	\$100.00	Per Month
3 or more x Weekly Booking	\$200.00	Per Term



## FEES & CHARGES CONTINUED (EFFECTIVE 1 AUGUST 2022)

### DENHAM TOWN OVAL AND GEORGE WEAR PARK : \$5.01 - \$20.00 PER PARTICIPANT

1 x Weekly Booking	\$30.00	Per Month
1 x Weekly Booking	\$60.00	Per Term
2 x Weekly Booking	\$40.00	Per Month
2 x Weekly Booking	\$80.00	Per Term
3 or more x Weekly Booking	\$60.00	Per Month
3 or more x Weekly Booking	\$120.00	Per Term

### ALL FACILITIES : \$0.00 - \$5.00 PER PARTICIPANT

All Bookings	No Charge	No Charge
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**PLEASE NOTE :** Venues must be booked through reception and bookings may be cancelled for a paid hire.

## VENUE BOND

A key/tag bond may be required for some venues, as referenced in the below fees. The bond will be refunded by cheque or electronic transfer within 21 days, provided the key is returned to the Shire Administration Office.

It is expected all users will leave shared community venues clean and tidy for the next user. All rubbish must be removed and placed in the bins provided outside for waste disposal. If kitchen facilities are used, all dishes must be washed, benches wiped and floors cleaned as necessary. Stack chairs and tables neatly and turn all lights off. If the venue is left in an unsatisfactory condition a surcharge for additional cleaning will be invoiced to you as referenced in the below fees. Future venue hire applications may be declined if the venue is not left clean and tidy.

Key/Tag Bond	\$100.00	Per Key/Tag
Surcharge for Additional Cleaning	\$100.00	Per Hour



## **TERMS AND CONDITIONS - VENUE HIRE**

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### **HOURS OF HIRE**

Usage must be undertaken within the hours indicated by the hirer in this venue hire form, inclusive of set up and pack down times. Your booking will be confirmed upon subject to availability.

### **BOOKING PAYMENTS AND CLEANING BONDS**

Booking payments and cleaning bonds are payable in advance. If payment is not received in advance, the Shire has the right to refuse access to the venue until payment is made.

### **BUILDING ACCESS**

If keys are required for the venue, they must be collected from the Shire of Shark Bay Administration Office no earlier than 1 working day prior to the indicated access time. The venue key is must be returned to the Shire Administration Office on the first working day after the completion of the hire, unless prior arrangements have been made with the Shire of Shark Bay's Customer Service Officer.

### **EQUIPMENT HIRE**

Requests for additional equipment hire must be submitted to the Shire of Shark Bay no later than 20 business days prior to the event, in order to assess availability. The equipment is owned by the Shire, and the Shire will have priority use. All equipment available to hire is located at the Shire Administration Office, Shire Depot Office, or Shark Bay Discovery Centre, and you may be required to travel between the aforementioned locations to pick equipment up. For a list of available equipment and prices, please speak to the Shire's Customer Service Officer.

### **SMOKING**

Smoking is not permitted in any Shire of Shark Bay Buildings.

### **WASTE**

The Shire provides a standard number of bins for waste disposal. Hirers are responsible for ensuring all areas are clear and free of litter, with waste placed in the bins provided. The Shark Bay Bring Centre (Recycling Centre) is located at 105 Dampier Road, Denham, and is open all hours.

### **REPORTING DAMAGE**

Damage to a community venue should be reported as soon as possible to the Shire Administration Office. All equipment should be returned clean and packed away in the appropriate storage equipment provided. If the equipment is not returned in the same condition, the hirer may incur a cleaning fee and/or replacement fee.



## TERMS AND CONDITIONS CONTINUED - VENUE HIRE

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### ALCOHOL CONSUMPTION AND SALES OF ALCOHOL

A license from the Department of Racing, Gaming and Liquor is required for the sale and consumption of alcohol. It is the hirers responsibility to obtain this license if required. Please note, the Department of Racing, Gaming and Liquor requires written permission from the Shire of Shark Bay confirming the venue hire booking prior to a license being issued. Please keep in mind this may extend application timeframes.

### GENERAL CONDITIONS OF REGULAR USE

Bookings accepted on a regular basis may be cancelled at the discretion of the Chief Executive Officer to allow special events. Additional conditions or conditions that vary from those set out in this venue hire form may be imposed by the Chief Executive Officer depending upon circumstances relevant to the particular venue or event to be held. Please direct any queries to the Shire's Customer Service Officer.

## TERMS AND CONDITIONS DECLARATION

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I have read and understood the terms and conditions, and agree to uphold them for the term of the hire agreement.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## OFFICE USE ONLY

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<b>Confirmed :</b>	Terms and conditions declaration signed	<input type="checkbox"/>	Booking confirmation sent to hirer	<input type="checkbox"/>
<i>*If required</i>	Public Liability insurance provided	<input type="checkbox"/>	Confirmation info pack sent to hirer	<input type="checkbox"/>
	Request for payment sent to hirer	<input type="checkbox"/>	Venue calendar updated	<input type="checkbox"/>
	Payment received	<input type="checkbox"/>	Key hire arranged with hirer*	<input type="checkbox"/>