



PO Box 126,  
Denham WA 6537  
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admin@sharkbay.wa.gov.au  
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# FACILITIES

## Application Form - Casual Facility Hire

Contact Name:

Business / Organisation Name:

Address:

Town / Suburb:

P/Code:

Phone:

Mobile:

Email:

Facility Required:

Denham Hall ☐

Denham Foreshore (location specified on map) ☐

Denham Oval ☐

Rec. Centre Meeting Room ☐

Rec. Centre Courts ☐

Other ☐

Overlander Hall ☐

Purpose of Hire:

How many people will be attending? (approx)

Date/s:

Start Time:

Finish Time:

Please note: booking time must include set up and pack down time

Is the function for profit (Commercial) ☐ or not for profit (Private)? ☐

Will Alcohol be consumed? Yes ☐ No ☐

If alcohol is to be consumed you will require permission from the Shire of Shark Bay and may need to obtain a Licence from Department of Racing, Gaming and Liquor.

Will there be alcohol sold at the function? Yes ☐ No ☐

If alcohol is to be sold, you will require permission from the Shire of Shark Bay to accompany an application for a Liquor Licence from Department of Racing, Gaming and Liquor.

Other Requirements? Yes ☐ No ☐

Please attach a copy of any special requirements for this booking.

I am over the age of 18 years and agree that the above booking details are tentative until confirmed by the Shire of Shark Bay.

SIGNATURE OF APPLICANT

DATE

Please sign at the bottom of the next page to indicate that you have read and understood the Terms & Conditions of this facility booking.

Payment Details

Card Type

Visa ☐

MasterCard ☐

Credit Number

Expiry Date

Name on Card

Office use only

☐  
Booking  
Confirmed

☐  
Calendar  
& Depot

☐  
Bond  
Received

☐  
Invoice  
Sent

☐  
Payment  
Received



# Terms and Conditions – Community Facilities

## ☒Hours of Hire

Bookings must be completed within the hours of hire.

## ☒Booking Payments

Booking payments are payable in advance, if payment is not received in advance the Shire has the right not to allow the facility to be used until payment is made.

## ☒Building Access

Keys can be collected from the Shire of Shark Bay on the day of the Booking or as arranged with Customer Service.

## ☒Exiting the Buildings

Ensure all lights and equipment is switched off. Keys are to be returned to Shire of Shark Bay as soon as possible after your booking. If you have an evening function, the key must be returned no later than 9.00am the following morning unless arrangements have been made with Customer Service.

## ☒Smoking

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

## ☒Cleaning

A **Cleaning Bond** may be required for booking of a Council Facility. The bond will be refunded by cheque or electronic transfer within 21 days provided the Facility is left in a satisfactory condition and no keys are lost. It is expected for all users to leave Community Facilities clean and tidy for the next user. All rubbish removed and placed in outside bin. If kitchen facilities used all dishes washed, benches wiped, floors cleaned as necessary. Stack chairs and tables neatly.

## ☒Waste

The Shire provides a standard number of bins for waste disposal. Hirers are responsible for all areas to be left clean and free of litter with waste placed in the bins provided.

## ☒Reporting of Damage

Damage to a Community Facility should be reported immediately to the Shire Office.

## ☒Alcohol Usage

### **Alcohol Consumption**

If alcohol is to be consumed then you are required to apply for an **Alcohol Permit** obtained from the Shire of Shark Bay. Please allow 5 working days for approval. The Shire may also require you to obtain a licence from the Department of Racing Gaming, and Liquor.

### **Sale of Alcohol**

A licence from the Department of Racing Gaming, and Liquor (DRGL) is required for the sale of alcohol. *Note:* DRGL require written permission from the Shire of Shark Bay confirming the booking prior to a licence being issued.

### **Public Liability**

*All clubs/groups are required to have Public Liability Insurance to cover their activities. (If so, please provide a copy of the certificate of currency to the Shire). Clubs/Groups that do not have Public Liability Insurance are encouraged to contact the Shire of Shark Bay for assistance.*

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## DECLARATION

*I have read and understood the above Terms and Conditions – Community Facilities and agree to uphold them for the term of the hire agreement.*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Other Requirements:

Example: Chairs, Sprinklers turned off etc.

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