



## Application Form – Casual Venue Hire (Events)

The Shire of Shark Bay encourages you to discuss your booking with the Shire's Customer Service Officer to confirm availability before submitting this form. Please allow for at least 14 working days for application assessment. This timeframe may be extended due to additional requirements such as alcohol and food permits.

Name:	
Organisation's Name:	
Address:	
Town / Suburb:	Post Code:
Phone:	Mobile:
Email:	
<input type="checkbox"/> I confirm the above contact details is the contact person on the date of hire	
If no, please provide contact details of the person who is the organiser on the day:	
Name: _____	
Address: _____	
Telephone: _____	
Email: _____	

### Facility:

<input type="checkbox"/> Denham Town Hall	<input type="checkbox"/> Shark Bay Recreation Centre – Indoor Courts
<input type="checkbox"/> Denham Foreshore – George Wear Park	<input type="checkbox"/> Shark Bay Recreation Centre – Meeting Room
<input type="checkbox"/> Denham Oval	<input type="checkbox"/> Overlander Hall
<i>Please refer to the 'venue information hire pack' for specific details on each venue</i>	
Purpose of hire:	
How many people will be attending? (approx.)	

*Please Note: if you wish to use multiple venues to conduct your activity, please complete a venue hire form per venue.*

## Event Details:

Date of hire:	
Event start time:	Event finish date:
Is the function for: <input type="checkbox"/> profit (Commercial) <input type="checkbox"/> not-for-profit <input type="checkbox"/> private business	
Will alcohol be consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If alcohol is to be consumed you will require permission from the Shire of Shark Bay to accompany an application for a Liquor License from Department of Racing, Gaming and Liquor. This may extend your application processing period.</i>	
Will there be alcohol sold during the facility hire period? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If alcohol is to be consumed you will require permission from the Shire of Shark Bay to accompany an application for a Liquor License from Department of Racing, Gaming and Liquor. This may extend your application processing period.</i>	
Do you require the use of the Kitchen facility during venue hire period? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>(Denham Town Hall and Shark Bay Recreation Centre only)</i>	
Will food be cooked at the facility and/or food sold during facility hire period? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you will require permission from the Shire of Shark Bay to accompany a temporary food license. This may extend your application processing period.</i>	
Will food be sold by a private business (i.e mobile food van)? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, you will require permission from the Shire of Shark Bay to accompany a temporary food license. This may extend your application processing period.</i>	
Will you be charging a fee to participate in your activities during facility hire period? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, what is the cost? _____	

## Access to the venue:

Do you require additional access to venue before/after the activity start time? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what timeframe do you require access to the venue?*
Access start time: _____ Finish time: _____
<i>*Please Note: access cannot be granted more than 24hours before the event.</i>
<b>Key:</b> To access indoor facilities a key is required to be picked up from the Shire Administration Office during office hours. The key holder is reliable for the venue, from the time the key is picked up until the key is returned to the Shire Administration Office. Key holder name: _____ Expected date key to be picked up: _____ Expected date key to be returned: _____

## Equipment:

Please refer to the 'venue information hire pack' for equipment inclusions for our venue

The following additional equipment is available to hire for your event:

- Marquee full size includes emergency exit signs
- Marquee half size includes emergency exit signs
- Portable stage
- Temporary fencing Quantity? \_\_\_\_\_
- Air Balloons Quantity? \_\_\_\_\_
- Trestle Tables Quantity? \_\_\_\_\_
- Chairs Quantity? \_\_\_\_\_
- Portable Audio System
- Lectern
- A-Frame Power Box
- Electronic Street Signage (Speed Awareness Monitor)

Labour:

Do you require the above equipment to be transported, installed and dismantled by the Shire?

Yes  No

If yes, additional fees may be incurred. Labour costs include transportation of item, installation and dismantle of item.

*Please Note: Shire Staff Member is required to be on site when the marquee is being installed for safety and reticulation location.*

**Other requirements:** (i.e. sprinklers to be turned off)

**Public Liability:**

The Shire of Shark Bay (referred to hereafter as the Council) wishes to reiterate that you are responsible for the safety of all attendees at the venue and equipment used during the duration of your hire. We strongly recommend that you consider the need for Public Liability cover.


Do you have Public Liability for the timeframe of venue hire?  Yes  No

If **yes**, please provide a copy of your Public Liability Insurance.

If **no**, please declare you agree and uphold to the following statement:

*I hold Shire of Shark Bay (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this venue but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.*

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

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

**Payment:**

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

To secure your booking, please indicate your choice of payment:  Invoice  Credit Card

Please indicate your choice of payment for your venue cleaning bond:  Invoice  Credit Card

<b>Credit Card Details:</b>			
Card Type:			
Credit Card Number:			
Name on Card:			
Expiry Date:		CVV:	

Fees: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

**Total Fee payable: \$ \_\_\_\_\_**

Office Use Only:

- Booking confirmed
- Form signed by facility hirer
- Terms and Conditions signed by facility hirer
- Venue hire information pack provided to facility hirer
- Calendar & Depot updated
- Bond received
- Invoice sent
- Payment received

If Shire is sponsoring event, GL to be charged. GL Account: \_\_\_\_\_

**Note:** Shire sponsored events do not include bond fee, hirer's responsibility to pay bond

## Terms and Conditions – Venue Hire

### Hours of Hire

Bookings must be completed within the hours of hire indicated in the venue hire form. Your booking will be confirmed upon subject to availability.

### Booking Payments

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

### Cleaning Bond

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

### Building Access

Key for the venue is required to be collected from the Shire Administration Office during office hours no earlier than 24 hours prior to the venue hire timeframe. It is your responsibility to ensure all lights are switched off and equipment stored away. The venue key is required to be returned to the Shire Administration Office as soon as possible after the completion of your event. 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 Shire's Customer Service Officer.

### Equipment Hire Timeframe

Request for equipment must be submitted with the Shire of Shark Bay before 30 days prior to the event to assess availability. The equipment is owned by the Shire and will receive priority of use. All equipment available to hire is located at the Shire Office, Depot Office and Shark Bay Discovery Centre. Depending on the equipment location, you may be required to travel between the above mentioned offices.

### 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 all areas to be left clean 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 for the use of residents only (no commercial use).

### Reporting Damage

Damage to a community venue should be reported immediately to the Shire Administration Office. All equipment should be returned clean and packed away in appropriate storage equipment provided. If the equipment is not returned in the same condition when picked-up, the hirer may incur a cleaning fee and/or insurance excess fee.

**Alcohol Consumption**

If alcohol is to be consumed at the venue, you are required to apply for an **Alcohol Permit** obtained from the Shire of Shark Bay. The Shire may also require you to obtain a license from the Department of Racing Gaming, and Liquor which may extend your application processing period.

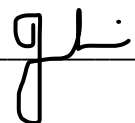
**Sale of Alcohol**

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

Declaration:

*I have read and understood the attached Terms and Conditions – Venue Hire and agree to uphold them for the term of the hire agreement.*

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

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



# Shire of Shark Bay Community Assistance Grants

## APPLICATION FORM

Please complete and return the signed application form to the Shire of Shark Bay with the advertised timeframe. **Late submissions will not be considered**

Applications to be addressed to:

Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
Denham WA 6537

Applications can be delivered:

Shire of Shark Bay  
65 Knight Terrace  
Denham WA 6537

Email:

cdo@sharkbay.wa.gov.au

For further information, please contact the Community Development Officer on 9948 1218

Please ensure you have read the Shire of Shark Bay Community Assistance Grants – Guidelines before completing the application form to confirm your organisation's eligibility.

### FUNDING ROUND

Please indicate which funding round you are applying for:

- Round 1 - Community Projects Year: \_\_\_\_\_
- Round 2 - Equipment and minor projects Year: \_\_\_\_\_
- Significant Event Sponsorship Funding Year: \_\_\_\_\_

### ORGANISATION DETAILS

Organisation Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Position/Title \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_



What category best describes your organisation?

- Sporting Club
- Community Group
- Not-for-profit organisation
- Other: \_\_\_\_\_

Which of the following best describes your organisation's status?

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • Incorporated                            | <input type="checkbox"/> | <input type="checkbox"/> |
| • GST Registered                          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have a current Association Constitution | <input type="checkbox"/> | <input type="checkbox"/> |

**Australian Business Number (ABN):** \_\_\_\_\_

*Please note the Shire of Shark Bay requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire to discuss how to best proceed.*

**Bank details**

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

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

**FUNDING DETAILS**

Project title: \_\_\_\_\_

Project description: *(max 50 words)*

Date(s) the project will take place: \_\_\_\_\_

Location(s) where the project will take place: \_\_\_\_\_

Total project funds requested *(including GST if applicable)*      \$ \_\_\_\_\_

Has your organisation previously received funding from the Shire of Shark Bay?

Yes

No

If **Yes**, Previous funding amount received: \$ \_\_\_\_\_

Round / Year funding was received: \_\_\_\_\_

Funded project: \_\_\_\_\_

Has your organisation acquitted all previous Shire of Shark Bay funding?

Yes

No

If **No**, please outline why?

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**Please Note:** Your organisation is not eligible to receive new funding from the Shire of Shark Bay, until previous Shire of Shark Bay funding has been acquitted.

## PROJECT DETAILS

**What is the funding to be used for?**

Leveraging a grant from a State or Federal agency

Purchasing goods and services (i.e. equipment and/or engaging a professional for the purpose of instruction)

*If your funding application involves purchasing equipment, can the equipment be used by other community groups in the future?*

Yes

No

Infrastructure (i.e. significant construction or improvement of facilities). Please include Planning Approvals from the Shire

Funding for a specific event or program

Prize money.

**Does the project meet the objectives of the Shire of Shark Bay Strategic Community Plan 2020-2030? Copy of the Plan can be found on the Shire's website.**

Economic            A progressive, resilient and diverse economy

Environment        Help protect our unique natural and built environment

Social                A safe, welcoming and inclusive community

Outline the project goals and how they will benefit Shark Bay community (*minimum of one objective*):

**Economic:** (*max 150 words*)

**Environment:** (*max 150 words*)

**Social:** (*max 150 words*)

Please list other organisations involved in this project (*if applicable*)

Name of Organisation	Project Involvement

**Project Referees:**

Please provide two referees (*that is not associated with your organisation*) that are in support of your application, alternatively you can attach letters of support.

Name	Phone	Email	Organisation and position held

## SIGNIFICANT EVENT - ONLY

If your project is a **Significant Event** will it attract additional visitors to town? If so, how many additional visitors are you planning for?

- 50-100
- 100-200
- 200-300
- Over 500

Will you be charging an entry fee to attend the event?

- Yes
- No

If **Yes**, how much? \_\_\_\_\_

## PROJECT BUDGET

Please provide a budget description of how the Shire of Shark Bay funds, your organisation contribution and other funding source (*if applicable*). Please attach quotes with details of each expenditure item being spent.

Expenditure Item Description (i.e. materials, equipment, advertising, catering, prizes)	Shire of Shark Bay Grant (\$)	*In-Kind (\$)	Other Funding Amount (\$)	Other Funding Organisation Name <i>(your organisation or external)</i>
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

**\*In-Kind value:** Number of volunteers x hours worked directly on project x \$25 per hour

Will any of your expenditure items be spent locally with **Shark Bay businesses**?

- Yes
- No

## **PART 6 – ADDITIONAL INFORMATION**

Please attach a copy of the following:

- Organisation's most recent (Audited) Financial Statement
- Quotations for expenditure items

## **PART 7 – DECLARATION**

*I hereby certify that I am the authorised person to sign on behalf of the organisation and that the information is correct. I have read, understand and agree to abide by the conditions set out in the Shire of Shark Bay Community Assistance Grants guidelines.*

**NAME**

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**SIGNATURE**

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**POSITION IN ORGANISATION**

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**DATE**

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Income	Amount	Status
Saluting Their Service	\$ 48,800.00	confirmed
TWA -RES	\$ 15,000.00	confirmed
Shark Bay Shire - In Kind		Unconfirmed
Shark Bay Shire - Grant	\$ 3,000.00	Unconfirmed
Grant TBC	\$ 15,000.00	Unconfirmed
Sponsorship TBC	\$ 50,000.00	Unconfirmed
Sub Total	\$ 131,800.00	

Expenditure	Cost	InKind - SB	Grant -SB
<b>Marketing EXPENSES</b>			
Posters	\$ 1,000.00		
Radio	\$ 1,000.00		
Social Media	\$ 1,000.00		
Drone & Videographer	\$ 2,000.00		
Website & Design	\$ 7,000.00		
Designer	\$ 1,200.00		
Consumables	\$ 1,000.00		
<b>Live Stream EXPENSES</b>			
Venue - TBC		\$	
Big Screen	\$ 2,000.00		
Projector			
Audio			
Lighting			
Toilet			
Tech Hand	\$ 400.00		
<b>Concert EXPENSES</b>			
Production Package	\$ 10,000.00		
Stage	\$ 5,000.00		
Backline	\$ 1,500.00		
MC	\$ -		
Welcome to Country	\$ 250.00		\$ 250.00
RAN Band - Accommodation	\$ 4,000.00		
RAN Band -Incidentals	\$ 300.00		
Act 2 - John Schumann	\$ 5,000.00		
Flights for Act 2	\$ 6,000.00		
Ground Transport	\$ 150.00		
Accommodation	\$ 2,000.00		
Act 3 - Normie Rowe	\$ 5,000.00		
Flights for Act 3	\$ 4,000.00		
Ground Transport	\$ 150.00		
Accommodation	\$ 2,000.00		
Local Acts x 2	\$ 800.00		

Accommodation	\$ 2,000.00		
Travel Costs Management	\$ 700.00		
Riders	\$ 400.00		
Merchandise Stall			
Consumables	\$ 2,500.00		
<b>Shared Costs EXPENSES (inclusive of GST)</b>			
<b>LOGISTICS</b>			
First Aid - St John Ambulance	\$ 500.00		\$ 600.00
Toilets	\$ 1,000.00		\$ 1,000.00
COVID Compliance Management	\$ 3,000.00		
Security Event	\$ 1,200.00		
Electrical Certificate	\$ 300.00		\$ 300.00
Electrician & Plumber on site	\$500		
Marquees/Shade Domes	\$ 1,000.00		
Generators/Light Towers	\$ 500.00	\$ 500.00	
Event Signage Compliance	\$ 2,500.00		
Community Bus		\$ 540.00	
Water Potable	\$ 500.00		
Venue Hire for meetings - 3 days		\$ 786.00	
Denham Oval - 3 days		\$ 1,605.00	
Venue Clean		\$ 500.00	
Lectern		\$ 82.00	
Portable Sound System		\$ 1,000.00	
Power for Grounds		\$ 120.00	
Water for Grounds		\$ 120.00	
Cash register			
Generators	\$ 800.00	\$ 300.00	
Lighting Tower	\$ 400.00		
3x3 Marquee x3	\$ 540.00		
Stackable Chairs		\$ 112.00	
Waste Management		\$ 600.00	
Stage Fencing Panels		\$ 45.00	
Delivery Erection Dismantle Fencing		\$ 300.00	
Technical Assitance Concert	\$ 400.00		
Technical Assistance - Service at the Sea	\$ 400.00		
<b>Adminstration</b>			
Community Donations	\$ 5,000.00		
Event Staff -Live & Design	\$ 3,000.00		
Adminstration & IT	\$ 1,800.00		
Accountant	\$ 3,000.00		
Event Management	\$ 10,000.00		
Permits & Licences	\$ 350.00		
Lanyards	\$ 900.00		

Consumables	\$ 2,000.00		
Post and Packaging	\$ 5,000.00		
<b>March EXPENSES</b>			
Traffic Management	\$ 2,000.00		
Scroll	\$ 500.00		
Public Notice	\$ 500.00		\$ 500.00
Letter to Residents	\$ 350.00		\$ 350.00
Saluting Dias	\$ 400.00		
Flowers	\$ 1,500.00		
<b>Service at Sea</b>			
Wreaths	\$ 100.00		
Charter a Boat	\$ 5,000.00		
Audio	\$ 1,000.00		
Event	\$ 5,000.00		
Contingency	\$ 2,500.00		
<b>Sub Total:</b>	<b>\$ 131,790.00</b>	<b>\$ 6,610.00</b>	<b>\$ 3,000.00</b>







