



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

____ / ____ / ____

I have read the cleaning requirements and have a copy of the checklist

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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 ☐

Are you a Shark Bay Community Group or organisation : Yes ☐ No ☐



FACILITY HIRE INFORMATION

Venue Preference : Denham Town Hall ☐ Meeting Room ☐ Indoor Courts ☐
Denham Foreshore ☐ George Wear Park ☐ Denham Oval ☐

Hire Start Date : ____ / ____ / ____ **Hire End Date :** ____ / ____ / ____

OR **School Term of Hire :** One ☐ Two ☐ Three ☐ Four ☐

DETAILS OF HIRE

WHEN COMPLETING THIS SECTION PLEASE NOTE THAT ACCESS TIMES ARE FROM WHEN YOU START SETTING UP FOR YOUR EVENT TO WHEN YOU FINISH PACKING UP - INCLUDING HIRER CLEANING REQUIREMENTS. ELECTRONIC ACCESS TO INDOOR FACILITIES WILL ONLY BE AUTHORISED DURING THESE TIMES.

DAY ONE

Day : Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Access Start Time : ____ **Access End Time :** ____

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 an electronic fob 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 of \$100 is required.** Alternatively you can download the [OpenPath App](#) to your mobile device to gain access without paying a bond.

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 : _____

Email : _____

Please note that this email address MUST be accessible on the device you wish to download the OpenPath App to.

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 JULY 2025)

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. Please note that hire of the Meeting Room comes with a \$200 setup/pack down fee per council meeting over the life of the booking to remove and set up council apparatus.

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

1 x Weekly Booking	\$62.00	Per Month
1 x Weekly Booking	\$124.00	Per Term
2 x Weekly Booking	\$83.00	Per Month
2 x Weekly Booking	\$166.00	Per Term
3 or more x Weekly Booking	\$104.00	Per Month
3 or more x Weekly Booking	\$208.00	Per Term



FEES & CHARGES CONTINUED (EFFECTIVE 1 JULY 2025)

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

1 x Weekly Booking	\$31.00	Per Month
1 x Weekly Booking	\$62.00	Per Term
2 x Weekly Booking	\$41.50	Per Month
2 x Weekly Booking	\$83.00	Per Term
3 or more x Weekly Booking	\$62.00	Per Month
3 or more x Weekly Booking	\$124.00	Per Term

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

All Bookings	No Charge	No Charge
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PLEASE NOTE : All '**No Charge**' Bookings must give way to paid bookings at all times.

ELECTRONIC FOB ACCESS

Fob Bond	\$100.00
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CLEANING CONDITIONS

It is expected that 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, put away, benches wiped and floors cleaned as necessary. Floors should be swept and please stack chairs and tables neatly where you got them from and turn all lights and air conditioning 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. Please refer to the Venue Hire Cleaning Checklist

Surcharge for Additional Cleaning	\$110.00	Per Hour
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I have read and understood the cleaning conditions, and understand that I will be invoiced for cleaning if the venue is left in an unsatisfactory condition

Name : _____

Signature : _____ Date : ____ / ____ / ____



TERMS AND CONDITIONS - VENUE HIRE

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 BONDS

Booking payments and 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 an electronic fob is required for the venue, it must be collected from the Shire of Shark Bay Administration Office no earlier than 1 working day prior to the indicated access time. The fob 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. Electronic Access will NOT commence any earlier than the Access Start Time indicated on this form. **Access outside of these hours is not permitted**

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

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

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

Confirmed : <i>*If required</i>	Terms and conditions declaration signed	<input type="checkbox"/>	Booking confirmation sent to hirer	<input type="checkbox"/>
	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"/>
	Community Group Usage Spreadsheet	<input type="checkbox"/>	Cleaning Conditions signed	<input type="checkbox"/>



VENUE HIRE CLEANING CHECKLIST

- ☐ RUBBISH BINS EMPTIED TO OUTSIDE BINS (LINERS REPLACED)
 - ☐ KITCHEN
 - ☐ TOILETS (INCLUDING AMBULANT) APPLIES TO RECEREATION CENTRE HIRE ONLY
 - ☐ GENERAL USE AREAS
- ☐ KITCHEN CLEAN AND TIDY
 - ☐ DISHES WASHED AND PUT AWAY
 - ☐ BENCHES WIPED
 - ☐ FLOORS SWEEP/CLEANED
- ☐ FLOORS SWEEP AND SPOT CLEANED IF NECESSARY
- ☐ TOILETS ARE TIDY
- ☐ TABLES AND CHAIRS STACKED AND PUT AWAY
- ☐ OTHER EQUIPMENT PUT AWAY
- ☐ AIR CONDITIONERS AND FANS OFF
- ☐ LIGHTS OFF

If the venue is left in an unsatisfactory condition a surcharge for additional cleaning will be invoiced to you at \$110 per hour.

HIRERS SHOULD RETAIN THIS PAGE