



Rose de Freycinet Gallery - Venue Hire Form

The Shire of Shark Bay encourages you to discuss your booking with the Centre Manager to confirm availability before submitting this form. Please allow a minimum of 10 working days for application assessment. This timeframe may be extended due to additional requirements such as alcohol and food permits.

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 : _____

EVENT/FUNCTION INFORMATION

Event Name : _____

Overview : _____



FACILITY HIRE INFORMATION

Shark Bay World Heritage Discovery & Visitor Centre Rose de Freycinet Gallery

DAY ONE

Day : M T W T F S S Date : _____ / _____ / _____

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.

REQUIRED PERMITS

Will alcohol be consumed during the facility hire : Yes No

Will alcohol be sold during the facility hire : Yes No

PLEASE NOTE : If alcohol is to be consumed or sold during the hiring period you will be required to apply for a Liquor License from the Department of Racing, Gaming and Liquor. To complete this application you will require a Liquor License Approval letter from the Shire of Shark Bay. This may extend your application processing period. Events where alcohol is consumed or sold will incur an increased bond fee, as stated in the Shire's Fees & Charges.

Will food be cooked at the facility, or sold, during the facility hire : Yes No

PLEASE NOTE : Stallholders cooking or selling food are subject to regulations and approval from the Environmental Health Officer. Please complete the attached Temporary Food Stall License application and return with this form.

ADDITIONAL INFORMATION

Notes :



ADDITIONAL EQUIPMENT

The Shire of Shark Bay has a selection of equipment that can be hired for an additional cost. Please refer to the attached "Equipment Hire" form to see what is available. If you wish to hire additional equipment, please discuss your options, including availability, with the Shire's Customer Service Officer.

I wish to hire additional equipment for my event :

Yes No

MARKET STALLS

If you wish to include market stalls in your event, please contact the Shire's Community Development Officer on 9948 1218 to discuss your options. Please note, market stalls can only be held at specific venues.

I wish to have market stalls at my event :

Yes No

PUBLIC LIABILITY INSURANCE

You as the venue hirer are responsible for the safety of all attendees at the venue and equipment used for the duration of your hire. We therefore strongly recommend that you consider the need for Public Liability insurance for the timeframe of the facility hire.

Do you have Public Liability insurance for the timeframe of facility hire :

Yes No

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

If **no**, please declare that you agree to, and uphold, 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 : _____ / _____ / _____



FEES & CHARGES (EFFECTIVE 1 JULY 2025)

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

ROSE DE FREYCINET GALLERY (FUNCTIONS)

Facility Hire - function/meeting (exclusive use)	\$26.00	Per Hour
Facility Hire - function/meeting (exclusive use)	\$156.00	Per Day
Event equipment set up for a maximum of 20 people (includes staff cleaning of crockery items as the room has no access to kitchen facilities)	\$104.00	Per Function
Hire of additional event equipment over 20 people	\$5.00	Per Person
Staff surcharge for all events held outside of Centre operating hours	\$83.00	Per Staff Member Per Hour (minimum 1 staff member)
Venue Bond (Without Alcohol)	\$300.00	Per Function
Venue Bond (With Alcohol)	\$1,000.00	Per Function

ROSE DE FREYCINET GALLERY (ART EXHIBIT)

Art Exhibit - Local Artists	\$156.00	Per Week
Art Exhibit - Other Artists	\$260.00	Per Week
Art Exhibit - Commission on Sales	20.00%	On All Sales

PLEASE NOTE : Installation/removal of art work is required to be completed by and/or supervised by Centre staff within Centre operating hours.

VENUE BOND

A venue bond is required for all venues, as referenced in the below fees. The bond will be refunded by cheque or electronic transfer within 21 days, provided the venue is left in a satisfactory condition. It is expected all users will leave shared community venues clean and tidy for the next user. If the venue is left in an unsatisfactory condition your bond will be forfeited to pay for additional cleaning. If this amount exceeds the venue bond, a surcharge for additional cleaning will be charged as referenced in the below fees and an invoice will be sent to you for the additional amount. Future venue hire applications may be declined if the venue is not left clean and tidy.

Venue Bond (without alcohol)	\$300.00	Per Function
Venue Bond (with alcohol)	\$1000.00	Per Function
Key/Tag Bond	\$100.00	Per Key/Tag
Surcharge for Additional Cleaning	\$110.00	Per Hour



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 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

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 :	Terms and conditions declaration signed	<input type="checkbox"/>	Request for payment sent to hirer	<input type="checkbox"/>
<i>*If required</i>	Public Liability insurance provided by hirer*	<input type="checkbox"/>	Booking confirmation sent to hirer	<input type="checkbox"/>
	Temporary food stall license application sent to EHO*	<input type="checkbox"/>	Confirmation info pack sent to hirer	<input type="checkbox"/>
	Liquor license approval letter sent to hirer*	<input type="checkbox"/>	Venue calendar updated	<input type="checkbox"/>
	Additional equipment form provided to hirer*	<input type="checkbox"/>	Depot administration staff informed*	<input type="checkbox"/>
	Market stall application discussed with CDO*	<input type="checkbox"/>	Key hire arranged with hirer*	<input type="checkbox"/>