



Short Term Venue Hire Form

This form is for all venue hire bookings that occur for a minimum of 1 hour, to a maximum of 1 month. For bookings that exceed a month, you should complete a Long Term Venue Hire Form. 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

☐

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 :

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 : / /

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 :

DAY FIVE (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 :

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 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 ☐



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

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 : ____ / ____ / ____

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, it's 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 CONTINUED (EFFECTIVE 1 JULY 2025)

INDOOR - DENHAM TOWN HALL, INDOOR COURTS AND MEETING ROOM

Hourly Hire	\$26.00	Per Hour
Daily Hire	\$156.00	Per Day
Weekly Hire	\$520.00	Per Week
Funeral Service Hire (Not available for Wakes)	\$260.00	Per Event

PLEASE NOTE : Funeral Service Hire is only available at the Denham Town Hall & hire of the Meeting Room comes with a compulsory set up/pack down charge of \$200 per booking to remove Council meeting apparatus.

OUTDOOR - DENHAM OVAL AND GEORGE WEAR PARK (EXCLUSIVE USE OF AREA)

Hourly Hire	\$16.00	Per Hour
Daily Hire	\$93.00	Per Day
Weekly Hire	\$208.00	Per Week

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

ADDITIONAL INFORMATION ABOUT YOUR EVENT

Notes :



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 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