



## Application Form – Venue Hire

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 throughout the hire period	
Alternatively, please list a second contact person:	
Name: _____	
Address: _____	
Telephone: _____	
Email: _____	

### Venue:

<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.*

Details:

The venue hire form is valid for booking duration up to 12 months, until 30 June of each year.

Duration of hire: <input type="checkbox"/> once a week <input type="checkbox"/> multiple times per week <input type="checkbox"/> once a month		
Commencement date:		Conclusion date:
<input type="checkbox"/> Monday	Start time: _____	Finish time: _____
<input type="checkbox"/> Tuesday	Start time: _____	Finish time: _____
<input type="checkbox"/> Wednesday	Start time: _____	Finish time: _____
<input type="checkbox"/> Thursday	Start time: _____	Finish time: _____
<input type="checkbox"/> Friday	Start time: _____	Finish time: _____
<input type="checkbox"/> Saturday	Start time: _____	Finish time: _____
<input type="checkbox"/> Sunday	Start time: _____	Finish time: _____
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 venue hire period? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If alcohol is to be sold, 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 venue and/or food sold during venue 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 venue 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?  Yes  No

If yes, what timeframe do you require access to the venue?\*

Access start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

*\*Please Note: access cannot be granted more than 24hours before the event.*

**Key:**

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: \_\_\_\_\_

**Please indicate the Shire owned equipment you will be using during the venue hire period:**  
(i.e. tables, chairs, kitchen equipment, audio system etc.)

**Please indicate what equipment you will be storing at the venue during the period of hire:**

**Other requirements:**

*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*

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

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

**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 venue hirer
- Terms and Conditions signed by venue hirer
- Venue hire information pack provided to venue 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: \_\_\_\_\_