



Shire of Manjimup Art Gallery

VENUE HIRE FORM

GENERAL INFORMATION

Name of the applicant (individual or entity)	
Contact person (if applicable)	
Address	
Phone (business hours)	
Mobile	
Email	
ABN (if applicable)	

VENUE HIRE DETAILS

Provide a description of the proposed activity	
Description and expected number of participants at an opening event.	
Detail any external service providers (Including caterers, presenters, musicians etc.) Copies of public liability insurance for each provider are required).	
Is this event open to the public?	<ul style="list-style-type: none">• Yes / No• Limited (please explain)
What spaces do you require? (Tick all that apply) (NB: Cooking equipment & utensils not supplied)	<ul style="list-style-type: none">• Gallery• Kitchen• Foyer area
When do you need the space? (Include days, dates and times as appropriate. Ensure you have allowed sufficient days/time for set up, pack up and cleaning of venue).	
What furniture and equipment is required? (Gallery staff will advise if any items are available, and can be provided. Any further requirements are the responsibility of the hirer).	

<p>Will you be serving alcohol at the Opening Event? (No sale of alcohol without the appropriate licence. Approval for serving alcohol from CEO in writing prior to event).</p>	<ul style="list-style-type: none"> • Yes (additional bond requirements apply. See fees & charges standard bonds section.) • No
<p>Will you need gallery attendants? (Gallery staff or volunteers can be requested <u>at additional cost</u> to perform a variety of support services including set up or pack up, serving food and drinks, etc. Indicate number of people, time and functions required).</p>	
<p>Any additional requirements? Please be specific. The gallery will assist where practical.</p>	

VENUE HIRE CHARGES

The costs for hire of the Manjimup Art Gallery are set each year as part of the Fees & Charges. Not-For-Profit Community Groups and/or Registered Charitable Organisations may, upon written request to the Chief Executive Officer, receive a discount of 75% on fees.

These discounts do **not** apply to bond charges, however, a Community Group and/or Registered Charitable Organisation may submit a written request to the Chief Executive Officer to have the bond(s) waived in Lieu of a Letter of Surety. A written declaration of responsibility and agreement to "make good" any damages must be submitted at least 14 days prior to the event.

The bond is payable at the Shire office and is refunded at conclusion of booking, assuming there is no damage and the venue is left clean and tidy.

An invoice for Art Gallery hire fees will be raised during the event dates.

BANK DETAILS

Refund of security bond (if applicable) will be made electronically by Electronic Funds Transfer.

Please provide your bank details.

Account name			
Bank			
BSB		Account number	

DECLARATION

I declare that all information contained in this application is true and accurate at the time of submission. I have read the Shire of Manjimup Art Gallery's Venue Hire Policy and agree to all terms and conditions.

Signature	
Name	
Date	

PLEASE RETURN THIS COMPLETED FORM TO THE LIBRARY/GALLERY OR TO Art.Gallery@manjimup.wa.gov.au

Bond of \$ _____ received (date) _____	Bond Waived Yes/No _____
Hire fee of \$ _____ received (date) _____	Copy of CEO waiver appended Yes/No _____
Permission for alcohol or licence seen _____	Hire fee discounted Yes/No _____
Refund of bond (date) _____	AOB _____