

A Hire Application Form Community Facilities



Name of club / organisation: _____

Community Group / Charity Commercial Hire Private User School Government Organisation

Contact person: _____ Position: _____

Postal address: _____

Email address: _____ Phone: _____

Nature of event: _____ Public Private Number of attendees: _____

Venue: Town Hall Town Hall Kitchen Collier Street Pavilion

Type of hire: Casual Ongoing Annual

Date of hire period: _____ to _____ Exclusion dates: _____

Event Booking Times

Set Up / Pack Up Booking Times (if required)

Day	Event Booking Times	Set Up / Pack Up Booking Times (if required)
Monday	_____ to _____	_____ to _____
Tuesday	_____ to _____	_____ to _____
Wednesday	_____ to _____	_____ to _____
Thursday	_____ to _____	_____ to _____
Friday	_____ to _____	_____ to _____
Saturday	_____ to _____	_____ to _____
Sunday	_____ to _____	_____ to _____

Facilities Required (refer to information sheet (Form B) for further information about available facilities)

Kitchen / kitchenette Town Hall courtyard Town Hall BBQ facilities
 Other (please specify): _____

Forms, Permits & Licences

Does your organisation have public liability insurance? Yes No If yes, attach copy of certificate
 Will food be sold, consumed or served during your hire? Yes No If yes, attach permit if applicable
 Will liquor be sold, consumed or served during your hire? Yes No If yes, attach Form D plus liquor licence if required
 Do you wish to apply for a fee discount or bond waiver? Yes No If yes, attach Form D
 Will your hire involve the use of commercial music? Yes No

Hirer Declaration

The information supplied is true and accurate and I agree to the conditions of hire (Form C). I also agree to abide by State and/or Federal COVID safety directions as required.

I understand that this is a request application only, confirmation of booking will be sent once the application has been assessed.

I understand that under no circumstance are vehicles permitted to be driven or parked on Shire footpaths.

Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

Added to calendar: <input type="checkbox"/>	Confirmation sent: <input type="checkbox"/>	Facility bond: _____	Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No
Facility hire fee: \$ _____		Key bond: _____	
Applicable discount \$ _____		Bond total: _____	<input type="checkbox"/> Paid <input type="checkbox"/> Refunded
Cleaning fee: \$ _____	<input type="checkbox"/> Cleaner notified	Keys required: _____	<input type="checkbox"/> Booked
Music copyright fee: \$ _____		Event Liaison notified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Booking total: \$ _____	<input type="checkbox"/> Invoiced	Stakeholders notified: _____	

Email, post or return completed form to:

PO Box 1 / 37-39 Rose Street, Manjimup WA 6258

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