

A Hire Application Form Manjimup Heritage Park



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: _____

Sandra Donovan Full facility Stage only Meeting room

Sound Shell:

PowerUp Electricity Exhibition Space Activity Room Foyer

Museum:

Others venues: Round House Volunteer Hub Agricultural Shed Exhibition Space

Blacksmith Shop Grassed area (non-exclusive use)

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

Event Times

Set Up / Pack Up
(if required)

Rehearsal Times

Monday _____ to _____ _____ to _____ _____ to _____

Tuesday _____ to _____ _____ to _____ _____ to _____

Wednesday _____ to _____ _____ to _____ _____ to _____

Thursday _____ to _____ _____ to _____ _____ to _____

Friday _____ to _____ _____ to _____ _____ to _____

Saturday _____ to _____ _____ to _____ _____ to _____

Sunday _____ to _____ _____ to _____ _____ to _____

Hirer Requests (refer to information sheet (Form B) for further information about available facilities at each venue)

Access to power Vehicle access Tables _____ (number) Chairs _____ (number)
 Sound equipment Projection equipment Park lighting Other: _____

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 liquor licence and/or Form D)
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

I declare the information supplied to be true and accurate and 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.

Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

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

Email, post or return completed form to:

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

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