

D Facility Hire CEO Request Form



Name of club / organisation: _____

Contact person: _____ Phone: _____

Event: _____

Venue: _____ Hire Date: _____

HIRE FEE DISCOUNT REQUEST

I/we wish to apply for a discount of facility hire fees for the following reason.

Shire of Manjimup community group (75% discount)

Shire of Manjimup school (75% discount)

Registered charitable organisation (75% discount)

Government agency (50% discount)

Other: _____

Note: This request is not applicable to hire of the Manjimup Indoor Sports Pavilion or Wellness and Respite Centre.

Hirer Signature: _____

Date: _____

BOND WAIVER REQUEST

I/we wish to have the facility bond for our hire waived in lieu of an agreement to make good on any damage that may be caused as a result of our event and/or facility usage.

Hirer Signature: _____

Date: _____

LIQUOR CONSUMPTION REQUEST

I/we wish to request Chief Executive Officer approval to consume liquor at a Shire facility. I/we accept responsibility for ensuring compliance with liquor laws and all conditions stipulated by the Shire of Manjimup.

Hirer Signature: _____

Date: _____

OFFICE USE ONLY

Officer Recommendation: _____

Conditions for hirer: _____

Hire fee discount approval: Yes No

Bond waiver approval: Yes No

Liquor consumption approval: Yes No

Signed: _____

Date: _____

Chief Executive Officer

Hirer notified of outcome / conditions:

Email, post or return completed form to:

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

T: (08) 9771 7777 F: (08) 9771 7771 E: info@manjimup.wa.gov.au W: www.manjimup.wa.gov.au