

# 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)

<b>Monday</b>	_____ to _____	_____ to _____
<b>Tuesday</b>	_____ to _____	_____ to _____
<b>Wednesday</b>	_____ to _____	_____ to _____
<b>Thursday</b>	_____ to _____	_____ to _____
<b>Friday</b>	_____ to _____	_____ to _____
<b>Saturday</b>	_____ to _____	_____ to _____
<b>Sunday</b>	_____ 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 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	
<b>Booking total:</b> \$ _____	<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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