A Hire Application Form
Pemberton Community Hub Balang Miya

SHIRE OF MANJIMUP

Name of club / organisation: _____

☐ Community Group / Not for Profit ☐ Hub Stakeholder ☐ Commercial Hire ☐ Private User ☐ School
☐ Government Organisation

Contact person: _____ **Position:** _____

Postal address: _____

Email address: _____ **Phone:** _____

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

Venue: ☐ RSL Boardroom (Maximum number of people 47)

Type of hire: ☐ Casual   ☐ Ongoing   ☐ Annual

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

	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

☐ Kitchen   ☐ Toilets   ☐ 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
Do you wish to apply for a bond waiver? ☐ Yes ☐ No
Will your hire involve the use of commercial music? ☐ Yes ☐ No

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Hirer Declaration

The information supplied is true and accurate and I agree to the conditions of hire (Form C).
I understand that this is a request application only, confirmation of booking will be sent once all relevant documentation has been received and 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: ☐	Confirmation sent: ☐	Facility bond: _____ Waived? ☐ Yes ☐ No
Facility hire fee: $ _____		Key bond: _____
Applicable discount $ _____		Bond total: _____ ☐ Paid ☐ Refunded
Cleaning fee: $ _____ ☐ Cleaner notified		Keys required: _____ ☐ Booked
Music copyright fee: $ _____		Event Liaison notified: ☐ Yes ☐ No ☐ N/A
Booking total: $ _____ ☐ Invoiced		Stakeholders notified: _____