

SOTS EVENT APPLICATION AND FACILITY HIRE FORM



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Office Hours
8.00am - 4.00pm
Monday - Friday

Section A: APPLICANTS DETAILS		
Name of Organiser:		
Postal Address:		
Contact Person/Event Manager:		
Email:		
Phone:	(B/H)	(Mob)
Are you a fundraising organisation for charity or a community group?	☐ YES	☐ NO

Section B: FACILITY						
Facility/Equipment:	☐ Community Hall	☐ Pavilion	☐ ECLC Consultant Room	☐ Swimming Pool Multipurpose Room	☐ Red Room	☐ Other
Please specify if other:						
Are you preparing food at unregistered venue or setting up a food stall?	☐ YES (Please complete and submit the food permit form)			☐ NO		
If you are setting a promotional stall or selling goods complete the Application For Stall Holder's Permit – Non-Food form.						

Section C: EVENT DETAILS						
Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. setup and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the Shire three (3) weeks prior to the event.						
Type of Project / Event:	☐ Private Function	☐ Community Event	☐ School Event	☐ Training Course	☐ Indoor Sports	☐ Other
Please specify if other:						
Name of Project / Event:						
Project / Event Date/s:						
Expected Number of Attendees	Adults:		Children:			
Project / Event Times:	Start:		Finish:			
Will there be alcohol at the event**:	☐ YES			☐ NO		
Liquor Permit: <i>If you are selling alcohol, have you applied for a permit from Liquor and Gaming?</i>	☐ YES Permit No:			☐ NO		
Will there be gaming at the event:	☐ YES			☐ NO		
Gaming Permit: <i>If you are playing bingo, have you applied for a permit from Liquor and Gaming?</i>	☐ YES Permit No:			☐ NO		
Do you require use of Kitchen~:	☐ YES			☐ NO		



SOTS EVENT APPLICATION AND FACILITY HIRE FORM

Do you require use of Bar~:	☐ YES	☐ NO
Do you require use of Projector and Screen*:	☐ YES	☐ NO
Do you require use of PA System*:	☐ YES	☐ NO
Do you require use of Furniture*:	☐ Chairs	☐ Rectangular Trestle Tables (seats 6) or Round Trestle Tables (seats 10)
Number of items:		
Details of any tents, marquees, stages to be used for the event (including size dimensions)		

*Additional fees will be incurred. ** Alcohol cannot be consumed at the ECLC consultants room and Swimming Pool Multipurpose Room.

~ Bar and Kitchen are only available for use at the Community Hall and Pavilion.

Section D: COUNCIL OWNED PARKS

Event organisers must seek permission prior to piercing the ground with tent pegs, fencing and other forms of spikes to avoid damaging reticulation. It is recommended that the event organiser arrange an onsite meeting with the Shire's Supervisor of Operations, Facilities and Maintenance to ensure the underground reticulation is not damaged during the event.

Do you require the reticulation to be turned off?	☐ YES	☐ NO
	(Applicable only to events being held – including set up – between the hours of 6pm and 9am)	
Do you require the reticulation to be marked?	☐ YES	☐ NO
	(Applicable only to events piercing the ground)	

Section E: FEES & CHARGES

Please note that fees and charges are set by Council, and are not subject to negotiation. Equipment Fees are payable additional to Venue Hire Fee.

Cleaning Fee	Venue to be left in clean and tidy state. If not, cleaning fees will apply
Venue / Equipment Breakage / destruction	For incorrect use of venue / equipment. Fee will depend on the type of damage occurred.

Section F: EVENT FACILITIES

Power Supply

All power cords are to be tagged and tested in accordance with the Health Act 1992 (Public Buildings).

Are you using a power generators: ☐ YES ☐ NO

Section G: TOILETS

Total number of toilets currently available at event location.

Female Toilets:		Male Toilets/Urinals:	
Disbald Toilets:		Hand Basins:	
Will additional portable or chemical toilets be supplied for the event?	☐ YES	☐ NO	



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Female Toilets:		Male Toilets/Urinals:	
Disbalded Toilets:		Hand Basins:	
Extra Bins Required:	☐ YES Number ()		☐ NO

Section H: TRAFFIC MANAGEMENT (as applicable)		
Details of any road closures or use of roads for the event:		
Traffic Management Plan Attached	☐ YES	☐ NO

Section I: COUNCIL EVENT ADVERTISING		
Would you like your event listed on the Community LED Sign?	☐ YES, please attach flyer	☐ NO
Would you like your event listed in the Yakabout Newspaper?	☐ YES, check the rates here	☐ NO

IMPORTANT: Please keep the Shire informed of any changes of times, dates and cancellation etc for your event.
Please note: The Shire of Three Springs will only publish not for profit and apolitical adverts on the Community LED Sign.

Section J: DETAILS TO BE INCLUDED IN APPLICATION		
Permit applications (food and non food)	☐ YES	☐ NO
Traffic Management Plan	☐ YES	☐ NO
Public Liability	☐ YES	☐ NO
Alcohol – Licence (if applicable)	☐ YES	☐ NO

Please read Terms & Conditions on the following page before signing.

Section K: DECLARATION			
I, _____ as the event organiser, seek approval to host an event, I acknowledge that the information and completed actions in my application are true and correct. I will ensure that appropriate liability, and other insurances and other licences are in place for the activities to be conducted. I understand that the Event application guide is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the guide and that as the event organiser I am responsible.			
Signature		Date	

Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority?		☐ YES ☐ NO					
Applicant Notified	☐ YES	Date		Records Ref		File Ref	
Invoiced	☐ YES	Date		Invoice No:			
Fees Waived Approved by CEO/DCEO	☐ YES	Date		Signing Officer		Date	
Total Monies Paid		Date		Money Collected by			Receipt Attached ☐
Total Bond Paid		Date		Bond Collection by			Receipts Attached ☐

SOTS EVENT APPLICATION AND FACILITY HIRE FORM

TERMS AND CONDITIONS

- All hire charges must be paid at the Shire Admin Centre prior to keys being collected, unless prior arrangements have been made.
- If a key(s) is lost, the cost of a replacement key(s) will be the responsibility of the hirer.
- It is the responsibility of the hirer to ensure that the conduct of all persons present at the time of the function is orderly.
- To limit damage to floors, no spiked heels or boots are to be worn in any building.
- Sticky tape is not to be used on the walls.
- Building to be left in clean state, or the hirer will incur additional cleaning costs.
- Fans, air-conditioning and lights must be turned off.
- Building to be secured correctly before leaving

Red Room Conditions of Use

- All chairs to be stacked around walls.
- Doors to main hall to be closed.

Hall Bar Conditions of Use

- Breakages and losses - the cost of all replacements is the responsibility of the hirer.
- All washing up to be done and put away.
- Supply own tea towels.
- All fridges / freezers to be left clean, no food or drinks to be left in fridges / freezers.
- All rubbish bins to be emptied

Hall Kitchen Conditions of Use

- Breakages and losses - the cost of all replacements is the responsibility of the hirer.
- All washing up to be done and put away.
- All urns must be turned off and emptied.
- Supply own tea towels.
- All benches to be wiped down and left clean.
- All fridges / freezers to be left clean, no food or drinks to be left in fridges / freezers.
- All rubbish bins to be emptied.
- Bar to be securely closed

Recreation Centre Conditions of Use

- Wine glasses can be made available upon request.
- Supply own tea towels if required.
- Clean and turn fridges off and leave one door open.
- Do not take anything from the catering cupboard home. REMEMBER the next person to use the cupboard will expect to find everything there. (Bring your own containers for left-overs).
- Please leave ovens wiped out and stove tops and all bench tops wiped clean.
- Sweep and wash floors.
- Do not leave any food or drinks in the Fridges after your function is over.
- Bar area - leave glasses and jugs washed and put back in trays.
- Clean and lock up all toilets after your function is over.
- Please vacuum carpets.



SOTS EVENT APPLICATION AND FACILITY HIRE FORM

Furniture Conditions of Use

- Tables and chairs are not to be removed from building.
- Please use trestle trolley and chair trolley when moving furniture
- All furniture to be put away after use.
- Storage room to be stacked in an orderly manner.

Liquor Consumption Conditions

- It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Shire. An additional Liquor Licence must be obtained from Liquor and Gaming for the sale of liquor.
- Compliance with all liquor laws and regulations relating to the consumption of liquor.
- The licence must reflect the correct dates if the event is to continue past midnight.

Ample water and non-alcoholic drinks are to be available to all persons present.

14 Use of Three Springs Sports Pavilion and Community Hall

Review		
Date	Meeting	Council Decision
Delegation		
No.	Title	
Legislative Reference		

Legislative Reference:

Relates to: Delegation NA Sub Delegation NA

Policy Objective: To describe the basis on which the Three Springs Sports Pavilion and Community Hall may be hired and utilised.

Policy Scope: This policy applies to the Three Springs Sports Pavilion and Community Hall:

Policy Statement:

The CEO has determined the following rules apply to hirers of the Three Springs Sports Pavilion and Community Hall:

- Hire Form must be completed – available from the Shire offices.
- All hire charges must be paid at the Shire Office before keys will be issued.
- If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.
- It is the responsibility of the hirer to ensure that the conduct of the persons present at the time of their function is orderly.
- It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Council. An additional license must be obtained from the Police Station for the sale of liquor.
- The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Council is required to clean them, costs involved in such cleaning will be payable by the hirer. Sticky tape is not to be used on walls.
- At the discretion of the Council the cost to repair any damage/loss caused by any reason other than normal wear will be added to the hire or rental charge.
- No spiked shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.
- Recreation Centre - kitchen boiling water unit must be turned off and drained immediately after the event.
- The building must be left locked up and with all lights switched off.



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Liquor Consumption Conditions

- Compliance with all liquor laws and regulations relating to the consumption of liquor,
- Ample soft drink is to be available for minors and non-drinkers; and
- Police approval having been obtained to continue after midnight.
-

Crockery and Cutlery Hire

- Breakages and losses - the cost of all replacements is the responsibility of the hirer.
-

Tables and Chairs

- Tables or chairs are not to be removed from inside the building. All tables and chairs must be stacked in an orderly manner and not left out after the event.

In addition, the CEO has determined the following specific requirements which must be observed:

- Wine glasses can be made available upon request.
- Supply own tea towels if required.
- Turn fridge off and leave one door open.
- Make sure all cupboards are properly locked.
- Do not take anything from the catering cupboard home. REMEMBER the next person to use the cupboard will expect to find everything there. (Bring your own containers for left overs).
- Please leave ovens wiped out and stove tops and all bench tops wiped clean.
- Sweep and wash floor.
- Please leave Pie Warmer wiped clean, also the Hot Food Display.
- Do not leave any food or drinks in the Cool Room after your function is over and then forget about it.
- Leave Cool Room clean and locked.
- Bar area - leave glasses and jugs washed and put back in trays.
- Lock up all toilets after your function is over.
- Turn air conditioner off.
- Turn lights off.
- Sporting bodies - Please vacuum floor.

APPLICATION FOR STALL HOLDER'S PERMIT – NON-FOOD



APPLICATION FOR STALL HOLDER'S PERMIT – NON-FOOD

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000

Applications must be lodged at least 14 days prior to the event, or they may not be processed in time.

Section A: APPLICANTS DETAILS

Name of Organisation/Stallholder:			
Postal Address:			
Contact Person:			
Email:			
Phone:	(B/H)	(Mob)	
Are you a fundraising organisation for charity or a community group?	☐ YES	☐ NO	

Section B: DETAILS OF PROPOSED STALL

Name of Stall:	
Location of Stall:	
Date of Event/s:	
Name of Event/s:	
Hours of Operation:	
List of type products to be sold:	

Section C: REQUIRED DOCUMENTATION (as applicable)

Please ensure that you attach the following information with your application to assist with the processing of your stall holder's permit in time for your event:

- ☐ Copy of current Public Liability Insurance Certificate – minimum cover \$10,000,000
- ☐ Plan of the proposed stall (including stall location)

Written consent from the owner of the property (if you are not the owner)

Section D: DECLARATION

This permit is to be displayed within the Stall Premises during operating hours.

Declaration: I, the applicant as undersigned and authorised on behalf of the above named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately.

Signature			
Name		Date	
Position			

APPLICATION FOR STALL HOLDER'S PERMIT – NON-FOOD



Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority? ☐ YES ☐ NO							
Applicant Notified	☐ YES	Date		Records Ref		File Ref	
Invoiced	☐ YES	Date		Invoice No:			
Fees Waived Approved by CEO/DCEO	☐ YES	Date		Signing Officer		Date	
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APPLICATION FOR STALL HOLDER'S PERMIT – FOOD



APPLICATION FOR STALL HOLDER'S PERMIT – FOOD

Section A: APPLICANTS DETAILS		
Name of Organisation/Stallholder:		
Postal Address:		
Contact Person:		
Email:		
Phone:	(B/H)	(Mob)
Are you a registered food business? Note – All food businesses must be registered by their local government authority (LGA), unless exempt. If your LGA is not in the Shire of Three Springs, please attach a copy of your Certificate of Registration	☐ YES	☐ NO

Section B: DETAILS OF PROPOSED STALL	
Name of Stall:	
Location of Stall:	
Date of Event/s:	
Name of Event/s:	
Hours of Operation:	
List of type products to be sold:	

Section C: TYPE OF FOOD PREPARATION/HANDLING:
☐ Low risk – pre-made, packaged goods from a registered food business, or residential registered food business for direct sale e.g. biscuits, preserves, muffins, packaged drinks Name of registered food business: _____
☐ Low/Medium risk – fresh or packaged ingredients obtained from a registered food business ready for preparation or use e.g. hot drinks, ice cream, bbq sausage sizzles, pizza Name of registered food business: _____
☐ Medium/high risk – foods pre-prepared at a registered food business for onsite cooking or reheating e.g. meat curries, risotto Name of registered food business: _____
Please tick to confirm whether the proposed stall has the following facilities: ☐ a roof, three walls, cleanable impervious floor (if on unsealed ground) <i>Note: Open food stalls consisting of tables only or tables and trestles, shall be used only for the sale of factory pre-packaged food in hermetically sealed containers</i> ☐ a dedicated dishwashing facility with detergent and sanitiser*



APPLICATION FOR STALL HOLDER'S PERMIT – FOOD

☐ a hand washing facility with running water, soap, disposable paper towels

*A large container of sufficient volume must be provided to catch waste water after each use and to store for appropriate disposal.

☐ cooking appliances (please list): _____

☐ hot display (please list): _____

☐ refrigerated storage/display (please list): _____

Power supply:	☐ Self-contained	☐ External (please specify)
Water supply:	☐ Self-contained	☐ External (please specify)
Waste water disposal:	☐ Self-contained	☐ External (please specify)

Section D: REQUIRED DOCUMENTATION (as applicable)

Please ensure that you attach the following information with your application to assist with the processing of your stall holder's permit in time for your event:

☐ Copy of current Public Liability Insurance Certificate – minimum cover \$10,000,000

☐ Copy of Food Business Certificate of Registration – *by Local Governments other than Shire of Three Springs*

☐ Plan of the proposed stall

Written consent from the owner of the property (if you are not the owner)

Section E: CHECKLIST

Checklist	Yes	No
Is perishable food being kept at 5° C or less	☐	☐
Is hot food kept above 60° C	☐	☐
Is there a thermometer at the premises	☐	☐
Is all food adequately protected	☐	☐
Is enough portable water provided	☐	☐
Is hot water available	☐	☐
Is everyone clean and wearing clean clothes	☐	☐
Is everyone's hair adequately restrained	☐	☐
Are hand washing facilities, soap and disposable hand towels provided	☐	☐
Are all power cords tagged and made safe	☐	☐
Is rubbish regularly bagged and removed.	☐	☐

APPLICATION FOR STALL HOLDER'S PERMIT – FOOD



Please read Terms & conditions on the next page before signing.

Section F: DECLARATION

This permit is to be displayed within the Stall Premises during operating hours.

Declaration: I, the applicant as undersigned and authorised on behalf of the above named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately.

Signature			
Name		Date	
Position			

Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority?		☐ YES ☐ NO					
Applicant Notified	☐ YES	Date		Records Ref		File Ref	
Invoiced	☐ YES	Date		Invoice No:			
Fees Waived Approved by CEO/DCEO	☐ YES	Date		Signing Officer		Date	
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Total Bond Paid		Date		Bond Collection by			Receipts Attached ☐

F:\10 Community Amenities\10.4 Community Hall - ADM0013\Hall Forms

APPLICATION FOR STALL HOLDER'S PERMIT

Food - CONDITIONS

1. Perishable food must be kept at 5 degrees or less than or greater than 60 degrees Celsius at all times.

Food kept between 5°C and 60°C (the danger zone) will promote the rapid growth of bacteria in perishable food items, leading to food poisoning. These food items need to be kept refrigerated or in insulated boxes, such as eskies, covered with ice or ice bricks. Hot food will need to be kept hot (60°C or above) for the duration of the event.

A **THERMOMETER** must be kept at all times at the temporary food premises to monitor temperatures.

2. Allergen Statement

Most food allergies are caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. These ingredients must be declared on the food label whenever they are present as ingredients or as components of food additives or processing aids.

If the food is not in a package or is not required to have a label (for example, food prepared at and sold from a takeaway shop), this information must either be displayed in connection with the food or provided to the purchaser if requested.

3. Food must be kept covered or protected from insects and dust at all times.

Food must be kept in clean containers or protected in a manner that prevents contamination by insects, dust, and people sneezing or coughing.

4. Washing Facilities are to be provided.

An adequate water supply to last for the duration of the event must be provided. The water must be a drinkable quality and stored in a clean container. In addition, hot water needs to be available for the washing of equipment.

No disposal of waste water onto the ground is permitted.

Disposal hand towels, soap and detergents must be available at the premises.

5. Food Premises to be enclosed adequately.

Food premises are to be enclosed adequately to protect the food preparation area from the elements.

6. All preparation areas and containers to be washable.

All bench tops and containers are to be smooth, impervious and washable.

7. Personal Hygiene and Cleaning.

All people involved with food preparation and sale must be clean and have clean clothing. Persons affected by a food-borne illness should not be involved in food handling. Hands are to be washed regularly, hair to be covered and long hair to be tied back. All surfaces are to be kept clean.

Food to be handled with tongs or similar equipment; separate utensils are to be used to handle raw and cooked meats. Hands must be washed after handling raw meats.

If children are assisting on a food stall they must receive adult supervision.

SMOKING IS NOT PERMITTED at or near food premises.

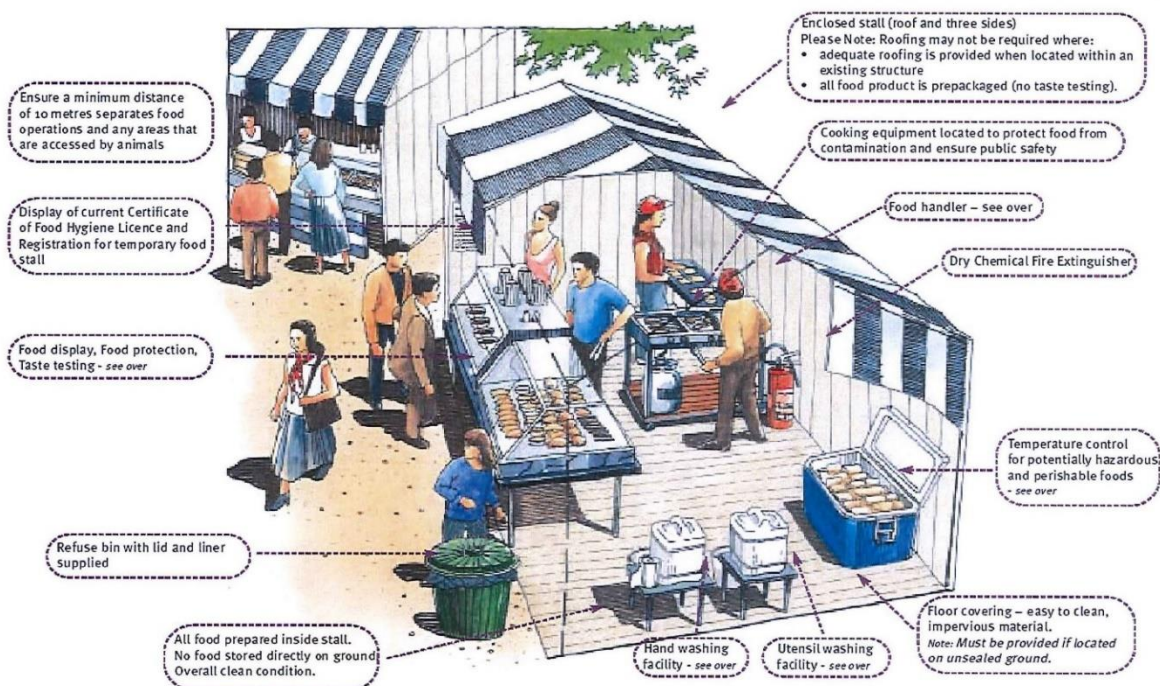
8. Rubbish to be removed hygienically and regularly to an approved disposal facility.

9. Electric cords to be tagged by licensed Electrician to be made safe (buried) or secured (high).

10. Any direction given by the Environmental Health Officer relating to Food Hygiene or Safety to be followed.

APPLICATION FOR STALL HOLDER'S PERMIT – FOOD

ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities



Minimum utensil washing facilities



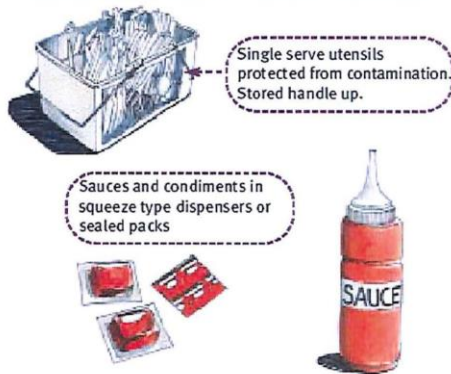
Food handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food

