

SHIRE FACILITY & EQUIPMENT HIRE FORM



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Office Hours
8.00am - 4.00pm
Monday - Friday

(08) 9954 1001

Section A: APPLICANTS DETAILS

Name of Organisation / Hirer:			
Postal Address:			
Contact Person:			
Email: (will be used for invoicing)			
Phone:	(B/H)	(Mob)	
Is your organisation registered for GST	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ABN
Do you have Public Liability Insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section B: FACILITY

Facility/Equipment:	<input type="checkbox"/> Community Hall	<input type="checkbox"/> Pavilion	<input type="checkbox"/> ECLC Consultant Room	<input type="checkbox"/> Swimming Pool Multipurpose Room	<input type="checkbox"/> Red Room	<input type="checkbox"/> Other
Please specify if other:						

Section C: PROJECT / EVENT SUMMARY

Community Groups must seek prior waiving of fees by submitting a Waiving of Fees Form

Type of Project / Event:	<input type="checkbox"/> Private Function	<input type="checkbox"/> Community Event	<input type="checkbox"/> School Event	<input type="checkbox"/> Training Course	<input type="checkbox"/> Indoor Sports	<input type="checkbox"/> Other
Please specify if other:						
Name of Project / Event:						
Project / Event Date/s:						
Number of Attendees	Adults:			Children:		
Project / Event Times:	Start:			Finish:		
Will there be alcohol at the event**:	<input type="checkbox"/> YES			<input type="checkbox"/> NO		
Liquor Permit: <i>If you are selling alcohol, have you applied for a permit from Liquor and Gaming?</i>	<input type="checkbox"/> YES Permit No:			<input type="checkbox"/> NO		
Will there be gaming at the event:	<input type="checkbox"/> YES			<input type="checkbox"/> NO		
Gaming Permit: <i>If you are playing bingo, have you applied for a permit from Liquor and Gaming?</i>	<input type="checkbox"/> YES Permit No:			<input type="checkbox"/> NO		
Do you require use of Kitchen~:	<input type="checkbox"/> YES			<input type="checkbox"/> NO		
Do you require use of Bar~:	<input type="checkbox"/> YES			<input type="checkbox"/> NO		



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Do you require use of Projector and Screen*:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you require use of PA System*:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you require use of Furniture:	<input type="checkbox"/> Chairs	<input type="checkbox"/> Rectangular Trestle Tables (seats 6) or Round Trestle Tables (seats 10)
Number of items:		

**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: 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 E: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation / hirer is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I am aware that the venue is to be left in a clean state and that I may be charged for any damages or destruction as a result of incorrect usage.

Signature			
Name		Date	
Position			

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



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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.

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.

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Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority?		<input type="checkbox"/> YES <input type="checkbox"/> NO					
Applicant Notified	<input type="checkbox"/> YES	Date		Records Ref		File Ref	
Invoiced	<input type="checkbox"/> YES	Date		Invoice No:			