



Facility Hire Form

Applicant details				
Name of event				
Name of hirer			Organisation	
Email			Not for profit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone			Mobile phone	
Address				
Event details				
Purpose of event				
Date required	start			finish
Time required	start			finish
Facility required	<input type="checkbox"/> Football oval	<input type="checkbox"/> Town Hall – 252 pax		
	<input type="checkbox"/> Hockey oval	<input type="checkbox"/> Town Hall kitchen		
	<input type="checkbox"/> Reserve/crown land	<input type="checkbox"/> Council Chambers (Civic event 50 pax, meeting 80 pax)		
	<input type="checkbox"/> Music Park	<input type="checkbox"/> Other		
Will alcohol be consumed or served?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please complete Request to Consume Alcohol on Shire Property and provide a copy of your Liquor Licence if applicable.</i>				
Will you be serving food?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please complete Shire of Boyup Brook Food Notification form.</i>				
Estimated charges (based on your application)				
Facility hire cost (as per Fees and Charges)	\$			
Facility bond (as per Fees and Charges)	\$			
Other	\$			
Total	\$		Receipt #	
Your bank details (for return of bond)				
Account name	BSB #		Account #	
Conditions/permits attached				
Application to Consume Alcohol on Shire Property				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Liquor Licence				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Food Notification Approval				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Declaration/acceptance of Conditions of Use				
I/We have read the schedule of fees and conditions of use and understand my/our responsibilities as the hirer of a Shire facility.				
I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted and indemnify the Shire of Boyup Brook against allegations, claim, demands and costs arising out of or in connection with the use/hire of the facility.				
Name	Signature	Date		



Facility Hire Form

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Venue/facility hired			
Date received		Booking recorded by	
Booking approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Booking in diary	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Liquor Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Approval to sell food	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Other	
Date hirer notified		Date cleaner notified	
Payment received	\$	Date	Receipt #
Keys collected by			Date

Cleaning Checklist

Date checked prior		Date checked after	
Premises left clean		Checked by	

Refund of bond

Keys returned by		Date returned	
Inspected by		Date inspected	
Bond refundable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	
Date refunded		Signature	

Maintenance Required (to be lodged by CSO)

The following items have been reported and require maintenance.		
Customer service request lodged by		
Customer service number		Date

Other comments

Facility Hire Application - Includes Recreation Grounds and Public Open Spaces

Conditions of Use/Hire of Shire Facilities

Incident reporting	Any incident or accident occurring as a direct use of the hall or facility must be reported immediately to the Shire of Boyup Brook.
Hirer	The hirer must be 18 years and over and remain on the premises for the duration of the event. The hirer is responsible for the conditions of the hired venue.
Access	The hirer and public are restricted to the specific area of hire during the designated times. All buildings hired must be locked on exit and key returned immediately to the Shire Administration Office or if after hours the next business day.
Hire charge	Payment of the prescribed hire charge must be paid in full prior to the use of the facility. Keys will not be released unless payment is made. The hirer is responsible for the first \$1000 of damage (insurance excess) and/or additional cleaning. Facilities are to be left clean and tidy, with items returned to original places. Fees are set in the annual budget.
Bond	Refund of bond will only be made after satisfactory inspection and will be released by EFT or cheque. Bond amounts are set in the annual budget.
Keys	Keys to be collected/returned to the Shire office. Failure to return, or lost keys will result in additional charges.
Liquor	Consumption or sale of liquor requires prior permission in writing from the CEO. Liquor licences may be required as well as consideration for security.
Smoking	Smoking is not permitted within any Shire facility. Failure to comply will result in forfeit of bond.
Catering	Catering must comply with the requirements of the <i>Food Act 2016</i> , and relevant notifications provided. All food must be removed after use and equipment cleaned.
Public building regulations	The hirer is required to comply with the requirements that relate to the occupancy of the building at all times. This is displayed at the entrance to the building.
Furniture/ equipment	No items of furniture or equipment shall be removed from the facility without permission. Hirers are responsible for their own set up and must report any defects or damage immediately to the Admin Office. All equipment must be turned off when departing, fridge's left open.
Crockery/ cutlery	All crockery is to be washed and put away. Report any breakages to the Shire Administration Office. Breakages may be charged at replacement cost plus 20%.
Decorations	No person shall erect decorations using nails or screws into walls or woodwork. They may be secured using temporary fixings that are able to be completely removed with no evidence left behind.
Cleaning	The hirer is responsible for all cleaning of the facility immediately after the hiring and are required to supply their own cleaning products including rubbish bags. Floors are to be swept and mopped, benches wiped down, fridges cleaned, turned off and left open, rubbish removed.
Lights	Ensure all internal lights are turned off and any faults are reported.
Music copyright	It is the responsibility of the hirer to obtain the necessary copyright from the "Australian Performing Rights Association" (APRA) as required.
Insurance	The Shire of Boyup Brook maintains a Casual Insurers Policy. This covers non-commercial, not for profit groups or individuals, but not sporting bodies, clubs or associations who are required to hold their own insurance.
Conclusion of function	Hirers are asked to ensure guests vacate the venue, including car parks by 00:00 midnight to minimise disruption to surrounding residences. Application can be made to extend this time for special events.