

Shire Facility Booking Form

To be completed for all Shire Facility and Equipment Hire within the Shire. Bookings are not confirmed until payment of all venue fees and bonds have been received in full.

The majority of Shire managed facilities have a current Public Building Certificates of Approval which means they have been approved for specific uses and numbers of people.

Please submit completed Shire Facility Booking Forms and supporting information as early as possible to avoid disappointment. Bookings must be submitted to the Shire of Kellerberrin **2 weeks prior to the commencement of the event**. Any forms received less than 1 week prior to the event **may be** refused. Payments must be received 1 week prior to the event.

Bookings can be made by:

- **Email:** shire@kellerberrin.wa.gov.au
- **Mail:** Po Box 145 KELLERBERRIN WA 6410
- **In person:** Shire Office - 110 Massingham Street Kellerberrin

Terms and conditions for the hire of Shire facilities and equipment are included in this application and must be signed on submission of the form.

Any questions or queries, do not hesitate to contact the Shire of Kellerberrin Staff on 08) 9045 4006 or shire@kellerberrin.wa.gov.au who will assist you with your application or direct you to the relevant staff member.

Venue Fees & Charges

HALL

BONDS	COST
Meetings / Functions / Events etc	\$ 350.00
Air Condition Units	\$ 100.00

FEES	COST
Fully Service Charge <i>Including setting up and packing away plus Rubbish removal by Council</i>	\$ 250.00
Full Complex <i>building only</i>	\$ 120.00
Meeting Room	\$ 35.00
Hall / Stage / Bar Area	\$ 70.00
Kitchen	\$ 77.00
Dance Club	\$ 33.00

ADDITIONAL FEES <i>may be incurred after hire</i>	COST
Cleaning/Setup Costs <i>per hour</i>	\$ 70.00
Reimbursement of repairs	at cost

RECREATION CENTRE

BONDS	COST
Meetings / Courses	\$ 50.00
Functions / Events	\$ 350.00
Annual Grounds	\$ 500.00

FEES	COST
Cuolahan/Cottle Room – Meeting Only (table and chairs ONLY)	\$ 70.00
TOTE Room	\$ 33.00
Cuolahan / Cottle Function Room (table and chairs, tea & coffee, audio equip)	\$ 140.00
Change Rooms	\$ 110.00
Basketball / Netball Courts / Tennis Courts / Bowling Green / Hockey <i>per day</i>	\$ 115.00

ADDITIONAL FEES <i>may be incurred after hire</i>	COST
Cleaning/Setup Costs <i>per hour</i>	\$ 70.00
Reimbursement of repairs	at cost

OVAL

FEES	COST
Commercial Organisations other than a district public body	\$ 125.00
Local Organisations	\$ 70.00

SWIMMING POOL

FEES	COST
Annual	\$ 242.00

ADDITIONAL FEES	COST
Casual Hire	\$ 242.00
Swimming Pool Manager <i>hourly rate</i>	\$ 47.00

Venue Fees & Charges

GOLF CLUB

BONDS	COST
Functions / Events	\$ 350.00

FEES	COST
Full Complex <i>Including bar and kitchen area</i>	\$ 230.00

ADDITIONAL FEES <i>may be incurred after hire</i>	COST
Cleaning/Setup Costs <i>per hour</i>	\$ 70.00
Reimbursement of repairs	at cost

CENTENARY PARK

FEES	COST
	\$

EQUIPMENT

BONDS	COST
Equipment	\$ 150.00

FEES	COST
Cutlery <i>per 100</i>	\$ 55.00
Crockery <i>per 100</i>	\$ 77.00
Glasses <i>wine and normal each</i>	\$ 1.00
Carafes / Jugs <i>each</i>	\$ 7.00
Trestles <i>per table</i>	\$ 15.00
Chairs <i>per 10</i>	\$ 15.00
Projector & Stand	\$ 60.00
PA system <i>per day</i>	\$ 150.00
Marquee Large <i>10.5m x 7.3m</i>	\$ 200.00
Marquee – 3 Small - Individual charge <i>3m x 3m</i>	\$ 120.00
Marquee – 3 Small - Group charge <i>3m x 3m</i>	\$ 250.00
Barbeques	\$ 60.00
Drone and Shire operator <i>cannot be hired without shire operator</i>	\$ 150.00

ADDITIONAL FEES <i>may be incurred after hire</i>	COST
Cleaning/Setup Costs <i>per hour</i>	\$ 70.00
Reimbursement of repairs	at cost

Terms and Conditions of Hire for Shire Venues, Facilities and Equipment

These terms and conditions and hire fees relate to the hire of the Shire of Kellerberrin (the Shire) community facilities. Subject to the following conditions the Shire of Kellerberrin grants to the Hirer the right to hire and is the venue for the purpose indicated on the date or dates and at the times shown on the booking records.

The hirer agrees to observe and comply with any and all laws, rules, regulations and ordinances involved with the hire of the premises. Hire of the premises is for use of the designated premises and available listed furniture and equipment only. It does not grant admission to any other areas of the venue; nor does it entitle the use of the staff, other facilities or equipment.

Bookings

The shire reserves the right to refuse and application for the hire of a location, or to cancel any reservation already made without explanation, and to refund the fees and charges paid. The shire shall not be liable in any way for any loss or damage otherwise in consequences of the exercise of this right.

Bond / Hire Fees

The full amount of fees must be paid 1 week prior to the commencement of the hire period. Fees will be charged in accordance with Council's current fees and charges and bond monies refunded at the end of the month after hire to the original payee and by the way of Cheque or Direct Debit.

Bond monies will not be refunded if the conditions of the hire have not been fully complied with. The venue must be left in a clean condition, the permanent layout must be restored and repairs or damages to the furniture, fixtures or the building are the cost of the hirer and the damages will be invoiced or the Shire may retain all or part of the bond to cover any costs. If there is any damages, they must be reported to the Shire. The Shire retains the right to determine the cost of any repairs or cleaning required. The Hirer agrees on demand to pay to the Shire any such further amounts as are required to cover the cost of repairs or cleaning not covered by the bond monies.

Any cost, fees and expenses incurred by the Shire for non-payment of the hire fees by the Hirer, including but not limited to:

- Administrative costs;
- debt collection;
- agency fees;
- legal costs and expenses

Will be met by the Hirer. Charges may vary. The Shire reserves the right to revise fees, charges and bond payable from time to time as may be found necessary.

Period of Hire

Venues are available from the booked commencement time. Hirers must allow appropriate time to setup, clean up and complete restoration to the area/s when completing the Booking form.

Pre and Post – Inspection of Premises

The Shire venues are inspected prior to and after the function by Council Employees. All areas of facility that are being hired are to be cleaned with the equipment provided by the facility on departure.

Cancellation by Hirer

Cancellations must be made by the Hirer not less than two days prior to date of hire or hire fee will be forfeited.

Cancellation by Shire of Kellerberrin

A Full refund of all monies in relation to the booking is payable to the Hirer in the event the booking is cancelled without fault of the Hirer. Booking may be cancelled if:

- The Shire becomes aware that any event, goods or service proposed to be held or provided by the Hirer is/are prohibited by law, objectionable, dangerous, pose a safety threat or inappropriate impact on local residents;
- The venue is required for Council functions or Local Government, State or Federal elections;
- The hire fees and/or bond monies have not been paid;
- Maintenance or repairs are being carried out within the venue or grounds; and
- The hirer has not provided evidence of security arrangements and/or liquor Licence
(note: alcohol is not permitted within the grounds of some venues)

The Shire shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right. Cancellation or termination of the booking will not affect any right which the Shire may have to recover monies owing for the booking or to recover damages from the Hirer.

Key Collection

Keys for facilities are to be collected from the Shire Office during business hours only after applicable bond/fees have been paid.

Keys are to be returned to the office via the front desk or the key return box adjacent to main doors when out of the office hours no later than the next working day following the Hirers event. Keys are valued at \$50.00, this will be charged to the Hirer for damaged or lost keys.

Smoking, Alcohol and Food Guidelines

Smoking is not permitted within the grounds of any Shire of Kellerberrin facility and it is the responsibility of the hirer to monitor and enforce.

For alcohol, BYO or otherwise, to be permitted at any Shire venues an application is to be made and subsequent permission from the Shire of Kellerberrin's CEO is required.

A copy of a current Occasional Liquor Licence together with conditions contained therein as issued by the Department of Racing, Gaming and Liquor (liquor licencing division) is required if the application wishes to sell alcohol either directly or indirectly i.e. included in ticket pricing.

Glass is not permitted within the Swimming Pool grounds or surrounds. Cans and plastic is preferred for the serving, and consumption of any foods and drinks

It is the responsibility of the Hirer to be aware of the requirements of the *Food Act 2008, Australian New Zealand Food Standards and Food Regulations 2009*. Approval must be obtained from the Shire if it is the intention to utilise the premises for the manufacture or processing of food stuffs for sale.

Appropriate food permits must be in place for all groups/caterers that are supplying food.

Cleaning Requirements

The venue must be left in a clean and tidy condition and secured upon the hirer's departure. Cleaning equipment is provided and stored within the facility.

The Shires cleaner will be in to clean the room thoroughly however due to location and visibility the facilities are to be kept as tidy as possibly whilst not in use.

Hirer's are responsible for:

- The provision of, and application of, appropriate protection of all surfaces (including floors and tables) prior to, and during any food preparation or handling.
- All cleaning , any equipment, tables, chairs etc. must be wiped down and all residue removed from surfaces – floors, walls, doors and windows
- The removal of all rubbish and any decorations and/or signage from premises
- Storing all equipment in the allocated space; returning furniture to original plan.

Time for cleaning is included in the booking period and charged accordingly therefore the clearing and cleaning of the premises is to be conducted immediately following the event unless alternative arrangements have been negotiated and agreed between the Shire and the Hirer. The shire reserves the right to impose an additional waste disposal charge if the garbage is not removed; a cleaning fee if the area/s required cleaning following the hire period.

Any serious damage to the Shires property must be reported to the Shire as soon as possible. In the event if Shire staff discovers any damage, the Hirer will be contacted where possible and invited to inspect the damage themselves. The cost of repairs will be deducted from bond monies or invoice accordingly.

Accident or Injury

In the event of an accident or injury arising through the Hirer's use of the premises, the Hirer must inform the Shire staff immediately and subsequently complete and incident form to be filed and arranging an inspection of the property.

Access and Exits

All fire exits are to be cleared and useable without hindrance. Information relating to disability access and facilities within venues is available by contacting the Shire Staff and arranging an inspection of the premises.

Your Privacy

The supply of personal information on forms is voluntary, although failure to include information required may result in processing delays or rejection. The details supplied are not publicly available however the person signing this form is able to access to view or correct any information supplied by requesting same from the Shire of Kellerberrin Office.

Disclaimer

As 'the hirer' I acknowledge that I have read and understood the terms and conditions for hire of the Shire of Kellerberrin facilities and grounds and agree to be bound by them. I agree that failure to comply with all the terms and conditions as stated may result in retention of bond monies, additional fees and may jeopardize any future use of the Shire of Kellerberrin and grounds.

.....
Full Name

.....
Signature

.....
Date

Guarantors

By agreeing to be a Guarantor for this Function you are responsible for:

- Damages
- Alcohol Consumption
- Cleanliness

Guarantors for the function on our behalf are;

.....
(Guarantor 1)

.....
(Guarantor 2)

1. APPLICANT DETAILS

Organisation			
Type of Organisation	Not for Profit <input type="checkbox"/>	Private <input type="checkbox"/>	Government <input type="checkbox"/> School <input type="checkbox"/>
Contact Person		Position	
Postal Address			
Residential Address			
Home phone		Mobile	
Email			
Are you the contact person during the event	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, provide contact details below
Contact Person		Mobile	

2. SHIRE FACILITY / EQUIPMENT HIRE

Shire venue required	Hall <input type="checkbox"/>	Recreation Centre <input type="checkbox"/>	Golf Club <input type="checkbox"/>
	Oval <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>	Centenary Park <input type="checkbox"/>
Specific Area (kitchen, bar area, meeting room, stage, cuolahan/cottle, courts, tote etc.)			
Type of Booking	Event <input type="checkbox"/>	Casual / Private <input type="checkbox"/>	Meeting <input type="checkbox"/>
Hire Date		Hire Time	____: ____ am/pm - ____: ____ am/pm
Expected Attendance		Equipment to be Hired	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes complete form
Shire Setup	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>if yes please complete layout section</i>		
Alcohol	Sold <input type="checkbox"/> Supplied <input type="checkbox"/> BYO <input type="checkbox"/> If you sell alcohol directly or indirectly (ticket pricing) you are required to apply for a Liquor Licence and provide a copy of the RSA to the Shire of Kellerberrin.		

3. BOND DETAILS

Refund Cheque Name			
Refund postal Address			
OR			
Bank Account		Bank Account Name	
BSB		Account Number	

OFFICE USE ONLY

Received by		Signature		Date	
Bond Received	\$	Trust #		Date	
Venue Hire	\$	Receipt #		Date	
Cleaning/Setup	\$	Invoice #		Date	
Invoice	\$	Invoice #		Date	
Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature		Date	
Liquor Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature		Date	
Response given	Letter <input type="checkbox"/>	Email <input type="checkbox"/>		Phone <input type="checkbox"/>	

Shire Equipment Form

EQUIPMENT	QUANTITY
Cutlery <i>per 100</i>	
Crockery <i>per 100</i>	
Glasses <i>wine and normal each</i>	
Carafes / Jugs <i>each</i>	
Trestles <i>per table</i>	
Chairs <i>per 10</i>	
Projector & Stand	
PA system <i>per day</i>	
Marquee Large <i>10.5m x 7.3m</i>	
Marquee – 3 Small - Individual charge <i>3m x 3m</i>	
Marquee – 3 Small - Group charge <i>3m x 3m</i>	
Barbeques	
Drone and Shire operator <i>cannot be hired without shire operator</i>	

Delivery	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if yes location)</i>
Location	
Cost for Council to deliver \$70.00 <i>per hour</i>	

VENUE LAYOUT

