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# SHIRE PUBLIC BUILDING HIRE AGREEMENT

## HIRER CONTACT DETAILS

Name/Organisation:

Email:  Phone:

Address:

## HIRE/EVENT DETAILS

Event:  Contact:

Date/s:  Time:  - to -  No. Attending:

## VENUE REQUIRED

<input type="checkbox"/> Dowerin Town Hall -	<input type="checkbox"/> Kitchen required	<input type="checkbox"/> Centenary Park
<input type="checkbox"/> Lesser Hall -	<input type="checkbox"/> Kitchen required	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Recreation Centre -	<input type="checkbox"/> Basketball Courts	<input type="checkbox"/> Netball Courts
	<input type="checkbox"/> Badminton Courts	<input type="checkbox"/> Squash Courts
		<input type="checkbox"/> Hockey Field
		<input type="checkbox"/> Oval

Change rooms at Dowerin Community Club

## OTHER REQUIREMENTS

Trestles X  Chairs X  Liquor Permit #  (If applicable)

Tea & Coffee Facilities X  Caterer:  (If applicable)

**PAYMENT METHOD**  Pay on invoice - or - Pre Payment  CASH  CHEQUE  EFTPOS

**NOTE: PLEASE READ "Conditions of Hire" ON REVERSE SIDE**

I hereby acknowledge the "Conditions of Hire" and my endorsement hereunder confirms agreement:

Signature:

Print Name:

Date:

**OFFICE USE ONLY - Copy to**

<input type="checkbox"/> HACC	<input type="checkbox"/> CLEANER
<input type="checkbox"/> PARKS & GARDENS	<input type="checkbox"/> CALENDAR UPDATE
Booking Officer: <input type="checkbox"/>	DATE: <input style="width: 100px;" type="text"/>
KEY ISSUED # <input style="width: 200px;" type="text"/> RETURNED <input type="checkbox"/>	
Comments: <input style="width: 100px;" type="text"/>	

SHIRE OF DOWERIN  
CONDITIONS OF HIRE - SHIRE BUILDINGS

I. Deposit and Payment Arrangements

- i. At least 20% of the hire charge must be paid at the time of the booking and the balance plus any bond (liquor) during the week prior to the booked date. NOTE: The bond that applies when it is intended that liquor be consumed is equal to the hire charge
- ii. Reservations will be taken, though if the booking is not confirmed and at least 20% of the hire charge paid within 7 days the reservation will lapse.
- iii. In the event of non-payment (of the balance of sub-cause (i) the booking is cancelled and the deposit is forfeited to the council.
- iv. In the case of seasonal and regular hire, the above arrangements may be modified with authorisation of the Chief Executive Officer.

2. Consumption of Liquor

A person, on Local Government property shall not consume any liquor or have her possession or under his or her control any liquor, unless:

- i. It is permitted under the Liquor Licensing Act 1998; and
- ii. A permit has been obtained for the purpose.

3. Liaison Person

It is the hirer's responsibility to nominate a liaison person if different to the hirer.

4. Smoke Free Zone

It is the responsibility of the hirer to ensure that the "Non Smoking Policy", within the Shire of Dowerin buildings adhered to.

5. Setting-Up

- i. Hirers are responsible for setting up or furniture and equipment; and
- ii. Permission must be obtained from the Chief Executive Officer or the Manager, Environmental Services to hang decorations, posters, notices, etc. on any part of the building. The cost repairs resulting from the removal of these will be at the hirer's expense.

6. Requirements on Completion of Function

Hirers are responsible for leaving the building in a clean condition.

- i. Rubbish  
All cans, bottles and papers to be placed in bin
- ii. Chairs and Tables  
Building is to be left as found. Floors to be swept and spillages cleaned up – equipment is provided. All serving equipment and benches are to be washed down with hot water. Cups and saucers are to be washed down with hot water.
- iii. Lights and Electrical Equipment  
All (other than fridges) to be turned off and fridges left clean.
- iv. Hirer's are responsible to ensure all doors and windows are locked at the completion of the event.

7. Damage

All damage, however caused during the term of hire will be repaired at the hirer's expense and deducted from the deposit. If the cost of repairs exceeds the deposit held then an account for the balance will be forwarded.

8. Failure to Comply

Should any of the conditions in relation to clauses 4, 5 or 6 be unfulfilled, the work will be done and the time required charged for at the rate of \$40.00 per hour plus costs incurred and deducted from the deposit. If this cost exceeds the deposit held, then an account will be forwarded for the balance. Forfeiture of bond will be enforced if smoking occurs within the prohibited areas.