

Application to Hire Shire Public Building

Hirer Details			
Hirer's Name:			
Organisation (if applicable):			
Postal Address (for invoice):			
Telephone:	Home:		Mobile:
Email:			

Hire/ Event Details			
Event:			
Date of Hire:			
Organisation (if applicable):			
Postal Address (for invoice):			
Contact or Liaison:			
Telephone:	Home:		Mobile:
Email (for invoice):			

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

Other Requirements

Tables: _____ Chairs: _____

Tea & Coffee Facilities: YES/NO _____ No. _____

Liquor permit No. _____ (if applicable)

Caterer Name: _____ (if applicable)

I/We have read, understood and agree to the terms and conditions applicable to the hire of the bus as mentioned above.

Signature of Hirer: _____ Date: _____

PAYMENT METHOD

Pay on Invoice or Pay on Day - Cash Cheque EFTPOS Direct Deposit

OFFICE USE ONLY		
<input type="checkbox"/> Signed Agreement Received	<input type="checkbox"/> Cleaners Diary Updated	<input type="checkbox"/> Booking in Calendar
Booking Officer's Name _____	Date _____	
<input type="checkbox"/> Key Issued - Date _____		
<input type="checkbox"/> Returned - Date _____		
Comments _____		

Shire of Dowerin Building Hire Conditions of Hire

1. 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 (liquor) bond during the week, prior to the booking date
***NOTE: the bond is applied when it is intended that liquor will be consumed, and 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 has been paid within 7 days of the reservation, the reservation will lapse
- iii. In the event of non-payment (of the balance in sub clause (i.)), the booking will be cancelled, and the deposit is forfeited to the council
- iv. In the case of seasonal and regular hire, the above arrangements maybe 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 it in his/her possession, 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, is adhered to

5. Setting Up

- i. Hirer is responsible for setting up of furniture and equipment; and
- ii. Permission must be obtained from the Chief Executive Officer or Manager of Works and Assets to hang decorations, posters, notices etc. on any part of the building. Any damages incurred, will be at the hirers 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 the bin
- ii. **Chairs and Tables**
Building is to be left as found. Floors to be swept and spillages are to be cleaned up - equipment is provided.
- iii. **Surfaces and dishes**
All serving equipment and benches are to be washed down with hot water. Cups and saucers are to be washed and put away.
- iv. **Lights and electrical appliances**
All (other than fridges) appliances and electrical points are to be turned off. Fridge is to be left in a clean manner.
- v. **Note: Hirers are responsible to ensure all doors and windows are locked at the completion of the event**

7. Damage

All damage, however, incurred during the term of hire will be at the hirers expense and deducted from the deposit. If repair costs exceed deposit amount, an account for the remaining balance will be forwarded to the hirer

8. Failure to Comply

Should any of the above conditions be disobeyed - the work will be carried out by Shire staff and will incur a cost (at hirers expense), at the rate of \$40 p/hour. This plus any costs incurred will be deducted from the deposit. If the cost exceeds the deposit withheld, then an account will be forwarded for the remaining balance.

***Forfeiture of bond will be enforced if smoking occurs within the prohibited areas**