

# Application to Hire a Council Facility



<b>Applicant Details</b> Applicants must be over 18 years of age.	
Organisation	_____
Full Name	_____
Date of Birth	_____ Drivers Licence No. _____
Postal Address	_____
Phone	<b>Home</b> _____ <b>Mobile</b> _____
Email	_____

<b>Bond Return</b> The bond for this event to be returned to the payee.	
Account Name	_____ BSB _____
Acct Number	_____ Signature _____

*Please note we cannot process this payment without the correct account details*

<b>Community Centre or Hall to be Hired</b>			
<input type="checkbox"/> Gelorup	<input type="checkbox"/> Dalyellup	<input type="checkbox"/> Capel	<input type="checkbox"/> Peppermint Grove Beach
<input type="checkbox"/> Hugh Kilpatrick	<input type="checkbox"/> Senior Citizens	<input type="checkbox"/> Jack & Mary Kitchen	
<b>Facilities Required</b>			
<input type="checkbox"/> Hall Only	<input type="checkbox"/> Playgroup	<input type="checkbox"/> Activity Room (Boyanup)	<input type="checkbox"/> Meeting Room
<input type="checkbox"/> Capel Community Centre Only - <input type="checkbox"/> Titanium <input type="checkbox"/> Zircon <input type="checkbox"/> Kitchen			

<b>Function Details</b>			
Function Type _____			
Date	_____	Start time	_____
		Finish time	_____
<i>A 1 hour window either side is not charged (except 24 hour hire or meeting room hire)</i>		Set up time	_____
		Pack up time	_____
How many attending?	_____	Percentage of Shire residents attending?	_____
Is this event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there an entry fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the teacher/applicant be reimbursed or paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be a Spit Roast?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are funds being collected to cover costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<b>Records</b>

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Will alcohol be consumed?    Yes  No    Will the alcohol be:    Sold  Supplied  BYO

- If alcohol is to be consumed please submit an "Application to Consume Alcohol at a Council Facility"
- Should you plan to sell alcohol separately or by way of an inclusive charge with some other service it is necessary to obtain a Liquor Licence from the Department of Racing, Gaming & Liquor and a copy **MUST** be provided to council.

Will there be an impact on local roads?    Yes  No

*All parking rules must be obeyed, anyone found in breach of the local parking laws will be fined by the Community Rangers.*

## Insurance Note

- Incorporated Bodies, Sporting Clubs and Associations of any kind need to have Public Liability Insurance cover of \$10 million or greater before using a Shire venue.
- Regular users (ie more than 12 bookings per year) are **NOT** covered by the Shire's Casual Hirer Insurance.
- Casual Hirers (other than those mentioned above, are covered under the Shire of Capel Casual Hirers Insurance (\$10 million).

## Declaration

Applicant **MUST** read the declaration below and agree to the terms, fees and conditions of hire prior to the application being accepted by Council.

- I/We have read and understood the terms and conditions relevant to hiring facilities provided by the Shire of Capel, and hereby agree to comply with the Local Government Property Local Law.
- I/We agree to indemnify the Shire against all actions, claims, demands and costs arising out of or in connection with the hire of this facility, and agree to pay for any damages caused to the facility during the hire period.
- I/We understand that we must obtain a Shire Liquor Permit for any consumption of alcohol at ANY Shire facility, and if required, accompany this permit with a Liquor Licence from the Department of Racing, Game and Liquor.
- I/We agree to comply with any lawful directions which may be given by the Shire Officers, and that the Shire reserves the right to grant or refuse hire applications, or cancel a booking and return the hire fees and bond at its discretion, and shall be the final authority in this request.

## Declaration

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

The Payment of both the total hire amount & applicable bond charge is due when this application is lodged.

Bookings received without payment **WILL NOT** be accepted.

For cancellation policy please refer to "Conditions of Hall Hire" guide.

## Office Use only

Hire Charge	\$ _____
Less Conc	\$ _____
Hire Payable	\$ _____
Bond Charge	\$ _____
Trust No	T _____
Receipt No	_____
Taken By	_____