



SHIRE OF PINGELLY
 17 Queen Street, Pingelly, WA 6308
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 Email: cs@pingelly.wa.gov.au

FACILITY HIRE APPLICATION FORM

TO CONFIRM YOU'RE BOOKING, PLEASE COMPLETE, SIGN AND RETURN THESE FORMS.
 THIS APPLICATION MUST BE RECEIVED BY THE SHIRE PRIOR TO THE DATE OF THE FUNCTION. ALL BONDS AND FEES MUST BE PAID PRIOR TO ANY KEYS BEING ISSUED. FAILURE TO HAND THIS FORM IN WILL RESULT IN THE BOOKING NOT BEING FINIALISED.

In accordance with the application conditions (see page 3) I wish to submit the following application:

FACILITY HIRE REQUIRED (One Facility per form)

- | | | |
|---|--|--|
| <input type="checkbox"/> Community Centre | <input type="checkbox"/> Pavilion | <input type="checkbox"/> Town Hall |
| <input type="checkbox"/> Shire Chambers | <input type="checkbox"/> Showers and Toilets | <input type="checkbox"/> Oval |
| <input type="checkbox"/> Chairs No. _____ | <input type="checkbox"/> Trestles No. _____ | <input type="checkbox"/> Swimming Pool |

Please note that each facility has a recommended maximum number of attendees (see page 5)

HIRER (APPLICANT) DETAILS

Is this the first time you have hired a facility or piece of equipment from the Shire?

Yes: No:

Have you ever been refused the hire of any Shire facilities or pieces of equipment in the past?

Yes: No:

Name of Applicant: _____

Organisation: _____

Address: _____

Contact Details: Home: _____ Work: _____ Fax: _____

Mobile: _____ Email: _____

Will the above person or applicant be attending this event? Yes: No:

If No, who can we contact? Name: _____ **Mobile No.** _____

EVENT or FUNCTION DETAILS

- Type of Event or Function:**
- | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Public | <input type="checkbox"/> Private | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Government | <input type="checkbox"/> School |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Other | |

Briefly describe the purpose of this event: _____

Date Required: From: _____ To: _____

Time Required: From: _____ To: _____

Number of People attending this event: _____

Will Alcohol be consumed or sold during this event? Yes: No:

Will you be serving food during this event? Yes: No:

If yes, describe how the food will be prepared, supplied and served? _____

AUTHORISATION TO HOLD THIS EVENT

Have you notified the Pingelly Police of this event? Yes: No:
Only required if this function involves alcohol or large numbers of people (50+)

Police Officers Signature: _____ Date: ___/___/___ Ref. #: _____

Do you have a licence to SELL ALCOHOL? Yes: No: Licence #: _____

Has Shire of Pingelly liquor approval been sought? Yes: No:

Police Officers Signature: _____ Date: ___/___/___ Ref. #: _____

PAYMENT METHOD (Please tick the method's in which you are paying for this event)

Hire Fees and bonds must be paid in full before your booking can be confirmed and the key/s issued.

Please be aware; that if keys are not returned, additional cleaning is required, crockery is broken or missing and damage has been caused that the cost of fixing these issues will be removed from bonds prior to the bonds being refunded.

Hire Fees: Cash: Cheque: EFTPOS: Direct Deposit: (details below)
Account Name: Shire of Pingelly Municipal Account BSB: 633-000 Acc: 117984856 Reference: Name or Group

Bond Fees: Cash: Cheque: EFTPOS: Direct Deposit: (details below)
Account Name: Shire of Pingelly Trust Account BSB: 633-000 Acc: 117984872 Reference: Name or Group

RETURN OF BOND

All bonds are refunded as a cheque to the person listed below. Bonds will be refunded within three (3) weeks after keys have been returned and depending on the condition of the building and if any damages have occurred.

HOW TO INSURE THAT THE BOND IS RETURNED –

1. All keys must be returned by **10.00am** on the next working day following hire.
2. The facility and its immediate surrounds must be left in a clean and undamaged state.
3. The cost to repairs, cleaning and damages and replace and lost, broken or damaged crockery where the hirer has failed to do so adequately will be deducted from the bond.
4. No other conditions applicable to the use of the Shire facility have been breached (see page 3).
5. Your bond or the balance thereof will be returned to you as a cheque made out to the nominated person below:

Name: _____

Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

FEE CALCULATION (see page 5 for full list of hire fees and for bond fees see page 3).

Facility Hire Fee	
PA System Hire Fee	
Facility Key/s Bond	
Facility Cleaning Bond	
Facility Liquor Bond	
Facility Crockery Bond	
PA System Bond	
Stage Piano Bond	
Total Due	\$

This is currently a **TENTATIVE BOOKING** and **HAS NOT YET BEEN CONFIRMED**
 For us to confirm the booking, you are required to complete the Facility Hire Application and return it to us with full payment of the hire fees and bonds.

OFFICE USE ONLY	APPLICATION RECEIVED COMPLETED: ___/___/___ FEES RECEIVED IN FULL: ___/___/___ BOOKING HAS BEEN CONFIRMED: YES <input type="checkbox"/> NO <input type="checkbox"/> STAFF INITIALS: _____ HIRE RECEIPT #: _____ BOND RECEIPT #: _____
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TERMS AND CONDITIONS

**THE HIRER UNDERSTANDS THE FOLLOWING AGREEMENT;
 ANY BREACH OF THE FOLLOWING CONDITIONS MAY RESULT IN THE HIRER BEING
 BANNED FROM HIRING ANY SHIRE FACILITY IN THE FUTURE**

- Applications for the hire of the Pingelly Town Hall/ Community Centre/ Pavilion or any portion of the building, equipment or property, shall be made to the Shire of Pingelly in the prescribed form not less than 24 hours before the hour at which hiring is desired.
- No function shall proceed beyond 1.00am and no spirituous liquors, wine or alcoholic beverages shall be served after midnight. The Shire of Pingelly reserves the right to extend the time limit in exceptional circumstances.
- The full hire fee and bond must be paid before keys to the premises will be issued.
- The following bonds need to be paid to the Shire of Pingelly before a key can be taken or a booking confirmed:

* Key Bond (per key)	\$40.00
* Key Bond (maximum)	\$150.00
* Cleaning Bond (per building)	\$150.00
* Liquor Bond (alcohol is on the premises)	\$150.00
* Crockery Bond (if required)	\$200.00
* PA System (if required)	\$150.00
* Stage Piano Bond (if required)	\$300.00

The applicant or the hirer is required to be at least 18 years of age.

- The Shire of Pingelly reserves the right to refuse to let the premises or any portion thereof to any applicant for hiring without assigning any reason for such refusal.
- The Shire of Pingelly may at any time cancel any agreement for hiring any portion of the premises.

7. The hirer of any portion of the premises shall comply with the provisions of the *Health Act* and any other Act in force for the time being, applicable to such hiring of the building. If in the opinion of the Shire of Pingelly all necessary actions have not been taken to comply with the requirements of the above, the Shire of Pingelly may, prior to or during the term of engagement forbid and prevent the use of the building. The hirer must accept full responsibility in the event of any dispute arising in connection with the provision of necessities under this bylaw or the non compliance therewith.
8. No spirituous liquors, wine, ale or spirits shall be brought into or consumed upon any portion of the premises except when permitted in writing by the Shire of Pingelly. If the organisation is selling liquor, a licence is required from Liquor and Gaming.
9. **SMOKING IS PROHIBITED IN ALL SHIRE OF PINGELLY VENUES AT ALL TIMES**
10. No hall plant, furniture, fittings or effects, cutlery, crockery, glassware or other utensils or materials of any kind be hired, or removed from the premises except when permitted in writing by the Shire of Pingelly. The hirer is responsible for the transfer of items to and from public buildings. If staff are required to move items in or between public buildings associated costs will be recovered.
11. No person shall erect any internal or external decorations, use tape, place any nails or screws in the woodwork, walls or any part of the premises except on fixtures and fittings supplied by the Shire of Pingelly for the purpose.
12. The hirer of any part of the premises shall maintain and keep good order and decent behaviour within the property and shall be responsible for the carrying out and compliance with the requirements for any damage done to the building, fixtures and fittings, furniture, crockery etc and shall pay such damage as may be assessed by the Shire of Pingelly.
13. If you are assembling tables, chairs etc please ensure that the furniture is **lifted** and **not dragged** across the floor.
14. Hirers, who do not leave the premises in the condition of the standards listed hereunder, will be expected to pay the costs of effecting the works. Clear away and stack all trestles, tables and chairs in the designated areas. Wash, clean and pack in designated area all crockery, cutlery, kitchen utensils and the like. Wash and clean the stove and ovens. Remove litter including all decorations. Sweep floors and clear away liquid spillages. Ensure carpet is cleared of drink containers, decorations or the like. Remove beer kegs and beverage containers from the bar and clear away liquid spillages. These standards shall be attained by no later than 10.00am on the morning following the function unless you are advised of another function on or except with special permission of an authorised officer of the Shire of Pingelly

PLEASE ENSURE THAT ALL LIGHTS ARE OFF AND DOORS AND WINDOWS ARE LOCKED

15. Keys shall be returned by 10.00am on the next working day following hire or further charges will be incurred.
16. Any officer representing the Shire of Pingelly or other person duly authorised by the Shire of Pingelly shall at any time be permitted free ingress to the premises and shall be given every facility for enforcing the rules.

CERTIFICATION OF AGREEMENT/UNDERSTANDING

I agree and understand the above Hirer Duties and Building Conditions:

Signature of Hirer: _____ Date: ___/___/___

NOTE: It is a requirement that this signed form is returned to the Shire of Pingelly Office before a key can be issued.

Signature of Shire of Pingelly Representative: _____ Date: ___/___/___

FEES AND CHARGES

These charges are correct as of 01/07/2015. There is no GST on bonds. Hire Fees include GST

Town Hall (Capacity 216 people)

Major Functions, Weddings, Parties, Shows etc (Local community groups get 50% discount)	\$220.00 per day
Town Hall – Minor functions, displays exhibitions, other community groups (Local community groups get 50% discount)	\$100.00 per day
Hourly Rate (Maximum 3 Hours)	\$11.00 per hour

Community Centre (Capacity 171 people)

Major Functions, Weddings, Parties, Shows etc (Local community groups get 50% discount)	\$220.00 per day
Centre – Minor functions, displays exhibitions, other community groups (Local community groups get 50% discount)	\$100.00 per day
Hourly Rate (Maximum 3 Hours)	\$11.00 per hour

Pavilion (Capacity 537 people) and or Oval

Major Functions, Weddings, Parties, Shows etc (Local community groups get 50% discount)	\$220.00 per day
Pavilion – Minor functions, displays exhibitions, other community groups (Local community groups get 50% discount)	\$100.00 per day
Showers and Toilets	\$5.50 per person
Oval, Pavilion, Showers and Toilets	\$110.00 per day
Casual Oval Hire	\$80.00

Other Charges

Pre-Primary Building	\$27.50 per day
Chair and Table Hire	\$1.10 per item
PA System	\$55.00 per day
PA System	\$16.50 per hour

Swimming Pool (by arrangement only)

Per Hour	\$110.00
Maximum (3 Hours)	\$330.00

Shire of Pingelly Venue Hire Information

CONDITIONS OF HIRE



SMOKING IS PROHIBITED IN ALL SHIRE OF PINGELLY VENUES AT ALL TIMES.

Breaching this policy will result in forfeiture of half the bond.

YOUR RESPONSIBILITIES

During your period of hire it is your responsibility to take all reasonable care of the building and its furniture and equipment and to leave the venue in a neat and clean condition.

INSPECTION of the building will be held prior to bond money being returned to you, and failure to comply with the conditions of hire will forfeit all or a portion of the bond.

NOTE: The person whose name appears on the application form is responsible for the condition of the hired venue.

1. All floors to be swept.
2. All bench surfaces are clean/with sinks empty and clean.
3. All urns are emptied.
4. All rubbish is collected and deposited in outside bins.
5. Spillage on all furniture is wiped off prior to stacking chairs and tables away. Please ensure chairs and tables are left stacked neatly. Chairs in stacks of 10.
6. Any crockery or cutlery used is washed and put away.
7. Kitchen floors must be swept and mopped. All kitchen bins to be emptied into outside bins. Stove, fridges, bain-marie must be left clean. Fridges to be left turned off and open. No food to be left in kitchen.
8. All decorations are removed. Decorations can only be placed on fixtures and fittings supplied by the Shire of Pingelly for the purpose. No blu tack, tape or similar (or the use of nails and screws in woodwork) are permitted on any internal or external walls.
9. If you are assembling tables, chairs etc please ensure that the furniture is **lifted and not dragged** across the floor.
10. The bar area, if used, is left in a clean and tidy state. All cartons and empty drink containers placed outside in the bins provided.
11. All lights, heaters and air conditioners to be turned off.
12. All toilets are left in a clean and tidy state, visitor's change rooms swept out/rubbish in bins provided outside.
13. All doors and windows are locked before leaving, including any internal doors used.
14. Additional cleaning costs will be recoverable from the hirer using the facility.
15. Breakages or any problems with appliances/lights etc are to be reported to the Shire of Pingelly as soon as possible.
16. Pay for any related damages/cleaning to the building that may be necessary following the use of the building.
17. Return keys by 10.00am the next working day, or deposit keys into the slot provided at the front of the Shire Office.