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| **APPLICANT INFORMATION**  |
| **Name of Organisation:** |  |
| **Name of Applicant:** |  |
| **Postal Address:** |  |
| **Email Address:** |  |
| *YOUR BOOKING CONFIRMATION LETTER WILL BE SENT TO THE ABOVE EMAIL ADDRESS* |
| **Telephone:** |  **H:** |  | **W:** |  | **M:** |  |
|  |  |  |  |  |  |
| **BOOKING DETAILS** |
| **Facility Requested:** | Choose an item. | **Number of Persons:** |  |
| **Purpose of Function:** |  | **Have you used this Facility before?** |  |
| **Food Consumption:** |  | **Alcohol Consumption:** |  |
| **Application Attached:** |  | **Will Alcohol be sold:** |  |
| **Additional Bins Required** |  | **No of Bins Required**  |
| **Paltridge Memorial Toilet Access**  |  | **Times Required**  |
|  |  |  |  |  |  |
| **BOOKING DATES & TIMES** |
| **Day(s) Requested****(E.g. Monday, Tuesday)** | **Date(s) Requested** | **Start Time****(incl. set up)** | **AM** | **PM** | **Finish Time****(incl. clean up)** | **AM** | **PM** |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |  |  |
| ***Seasonal Bookings*** | ***Start Date*** | Click or tap to enter a date. | ***End Date*** | Click or tap to enter a date. |

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| **LIGHTS BOOKING DATES & TIMES (attach fixtures if season booking)** |
| **Day(s) Requested****(E.g. Monday, Tuesday)** | **Date(s) Requested** | **Start Time****(incl. set up)** | **PM** | **Finish Time****(incl. clean up)** | **PM** |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |
| Choose an item. | Click or tap to enter a date. |  |  |  |  |

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| **PAYMENT OPTIONS** |
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| **Charge Level (Refer to Fees and Charges)** |  |
| **Hire Fee** |  |
| **Hire Bond** |  |
| **Key Bond** |  |
| **Payment can be made in person at 2 Truscott Crescent Exmouth, via post (cheque) Shire of Exmouth, PO Box 21 Exmouth WA 6707, or alternatively direct deposit as follows** |
| **Bank Details for Hire Fees****BSB: 036-180****Account Number: 000060****Reference No: company name & facility hired** |

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| **BOND** |

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| **CREDIT CARD:** [ ]  **VISA** [ ]  **MASTERCARD** |
| **CARD NUMBER:** |
| **NAME ON CARD:** |
| **EXPIRY DATE:**  **CCV#:**  |
| **SIGNATURE:**  |
| **Bank Details for Bond Payments (**Reference No: company name & facility hired) |
| **BSB: 036-180** |
| **Account Number: 000060** |
| **BOND REFUND** |
| **Please advise if you would like your bond refunded as a cheque or into a bank account.** **Refund of bond must be into the name/account of the person who paid bond.** |
| **PAYEE:** **BSB:** **ACCOUNT:** |

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| **BOOKING GUIDELINES & PROCEDURES** |

1. THIS FORM IS AN APPLICATION ONLY. IF APPROVED, YOUR BOOKING WILL BE CONFIRMED IN WRITING. APPLICANTS MUST BE OVER 18 YEARS OF AGE AND YOUR APPLICATION MUST BE SUBMITTED A MINIMUM OF 14 DAYS PRIOR TO YOUR BOOKING.
2. Conditions of Hire – to be read prior to completing the approved application form.
3. Bookings will only be processed on the approved application form.
4. All bookings will attract a hire fee and bond in accordance with Council’s Schedule of Fees and Charges.
5. Payment must be made at least 7 days prior to the booking date, payable at the Shire Administration.
6. Periodical hirers must give at least 2 weeks’ notice of their intention to cease using the venue or at least 2 business days’ notice for a cancellation within their periodic hire period (i.e. a single date in their schedule of reservations). Once-off hirers must give at least 2 business days’ notice of their cancellation.
7. If a booking is cancelled, monies paid in advance will be refunded, except when the cancellation is not made in accordance with the requirements in the above, in which case the total hire fee will be retained. Any claim for a refund due to extenuating circumstances will be referred to the Chief Executive Officer for consideration.
8. Bond amounts will be refunded to the applicant approximately 21 working days following return of keys/equipment and confirmation from Council’s maintenance department that there has been no damage to the facility as a result of the booking.

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| **HIRER DECLARATION** |

I have read, understand and agree to abide by the Conditions for Use of Local Government Property and indemnify the Shire of Exmouth against all actions, claims, demands and costs arising out of or in connection with the hire of this facility and acknowledge and understand all applicable Terms & Conditions.

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| **Applicant Signature:** |   | **Date:** |       |

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| **OFFICE USE ONLY** |
| **Date Booking Received:** | Click or tap to enter a date. | **Signature**  |       |
| **Date Booking Entered:** |  Click or tap to enter a date. | **Signature**  |        |
| **Confirmation Sent:** |  Click or tap to enter a date. | **Signature**  |        |
| **Temporary Food Permit Approved** |  | **EHO Signature** |       |
| **Alcohol Consumption Approved** |  | **CEO Signature** |       |
| **Hire fee receipt number** |       | **To be Invoiced** |  |
| **Hire Bond receipt number** |       | **Bond on file** |  |
| **Key Bond receipt number** |       | **Receipting officer** |       |
| **Shire Cleaner Use** | Signature:  |
| Date and Time Assessed:  |
| Bond return recommended:  |
| If no please provide details: |
| **Finance** | Date bond disbursedClick or tap to enter a date. |
| Cheque Number:  |
| EFT: |

**CONDITIONS FOR USE OF LOCAL GOVERNMENT PROPERTY**

I / We\* have read, understood and agree to abide by the following conditions of hire:

1. I / We\* will be responsible for the safe return (the day after hire) of the keys issued for the hire. In the event of the keys being misplaced, lost or stolen I / We\* will reimburse the Shire for the necessary replacement costs thereof.
2. If I / we\* are not happy with the cleanliness of the building and facilities, then I/We will report to the Shire prior to the function being held. I/We understand that no compensation may be claimed if reported after the event
3. The building is to be cleaned immediately following the closure of the function, at completion of hire time. (Unless otherwise waived by the Chief Executive Officer of the Shire).
4. For intention of consuming / sale of liquor on the Shire premises, a permit must be obtained under the Liquor Control Act 1988 from the Shire of Exmouth Administration. Allow 10 working days for permit to be processed (Application Fee and Permit Fees will apply).
5. For intention to sell or prepare food on the Shire premises, a permit must be obtained under Food Act 2008 from the Shire of Exmouth Administration. Allow 10 working days for permit to be processed (Application Fee and Permit Fees will apply)
6. On departing the premises all power is to be turned off and windows and doors are to be securely locked. It is the hirer’s responsibility for the security of the premises during the hiring period.
7. No sticky tape is to be used on the walls, doors or windows in the premises.
8. Any hirer damaging or allowing damage to occur to the building, fixtures or fittings will be liable for the replacement / repair costs.
9. A bond is payable on booking of the facility and is refundable, however, if the above conditions of hire are not carried out to the Shire’s satisfaction all or a portion thereof will be forfeited. An additional fee may also be levied by the Shire for unsatisfactory cleaning.
10. In the event of a second forfeiture of bond monies the Shire reserves the right to deny future hire.
11. In using the Shire Facility, I have informed myself of the maximum number of patrons allowed on the premises and will not exceed the licence conditions for the Facility under the Policy.
12. Cleaning standards are**:**

**Courtyards:** Cleared of all rubbish, swept and hosed down.

**Ablutions: All bins to be emptied, floors to be swept and mopped.**

 All toilets and urinals cleaned.

**Stage Area: C**leared, cleaned, swept and mopped.

**Hall Area:** Trestles and Chairs returned to the trestle store room.

 Floors cleared, swept and mopped to the approved standard.

**Kitchen Area:** Benches, sink, stoves and walls around work areas cleared and cleaned. Rubbish to be put out into bins, floors cleared, swept and mopped to an acceptable standard.

**Bar Area:** All counters and walls around working area to be cleared and cleaned.

All kegs etc to be removed and floors swept and mopped to an acceptable standard. Ensure the cool room and fridges are turned off.

**The cleaning equipment provided is mop & bucket, broom, dustpan & brush, dish cleaning & floor cleaning detergent. All other cleaning equipment is to be supplied by the hirer e.g. tea towels etc. The location of these items is as follows – Shire Hall: Outside kitchen door, Recreation Centre: Storage room, Meeting Room: (dustpan & brush and dish cleaning only) under sink.**

1. Smoking is not permitted:
* Within 10 metres of doorways, entrance ways and air intake vents of all Council owned or managed public access buildings.
* Smoking is prohibited inside all Council owned or managed public assess buildings.
* At all Shire run events on its outdoor public places, reserves, parks, ovals and playing fields.
* On active reserves (sportsgrounds) at anytime.
* Within the boundaries of designated outdoor public congregation areas at the following sites:
* Ningaloo Centre, Truscott Ave
* Paltridge Memorial Swimming Pool
* Federation Park, Maidstone Crescent
* Parks and playgrounds
* Skate Park
* Town Beach
* Ross Street Mall
* Learmonth Airport and Heliport

**STANDARD CONDITIONS RELATING TO SPECIFIC LOCAL GOVERNMENT PROPERTY**

**Shire Hall**

Maximum Accommodation:

287 people (includes 57 maximum in lobby)

Service of Alcohol:

* From the bar in the front foyer – No restrictions
* From the kitchen – No restrictions
* From the main hall – pre-packaged cans and stubbies only. No beer service from kegs or mixing of spirit drinks.
* From the eastern court yard - pre-packaged cans and stubbies and subject to availability of water for hand and surface washing, beer service from kegs and mixing of spirit drinks may also be approved. Any bar in the court yard shall be provided with adequate lighting and where the service of keg beer or mixing of spirit drinks is involved, the bar shall be located adjacent to the northern wall where there is a tap to assist with ready access to water for hand washing and cleaning purposes.

Cleaning Schedule:

* Small events, maximum of 75 patrons/guests and less than 4 hours – Submission of a specific cleaning schedule is not necessary. However, the applicant shall be responsible for ensuring the sanitary facilities are maintained to a hygienic standard during the event and that the premises are cleaned to the satisfaction of Council officers after the event.
* Large events, more than 75 patrons/guests and for a duration of 4 hours or longer – A cleaning schedule shall be submitted to the Council for approval by Council Officers. The schedule shall not only advise what cleaning is proposed after the event but also during the event to ensure that the toilets don't become unsanitary or the floors wet and unsafe.

Security:

Where the sale of liquor is involved crowd controllers shall be provided in accordance with the requirements of the Liquor License.

**Recreation Centre**

Maximum Accommodation:

118 people

Service of Alcohol:

* From the bar – No restrictions
* From the kitchen – No restrictions
* From the main hall – No service of alcohol permitted
* From the external of the building - pre-packaged cans and stubbies and subject to availability of water for hand and surface washing, beer service from kegs and mixing of spirit drinks may also be approved. Any bar external of the building shall be provided with adequate lighting and where the service of keg beer or mixing of spirit drinks, the bar be located adjacent a wall where there is a tap to assist with ready access to water for hand washing and cleaning purposes.

Cleaning Schedule:

* Small events, maximum of 50 patrons/guests and less than 4 hours – Submission of a specific cleaning schedule is not necessary. However, the applicant shall be responsible for ensuring the sanitary facilities are maintained to a hygienic standard during the event and that the premises are cleaned to the satisfaction of Council officers after the event.
* Large events, more than 50 patrons/guests and for a duration of 4 hours or longer – A cleaning schedule shall be submitted to the Council for approval by Council Officers. The schedule shall not only advise what cleaning is proposed after the event but also during the event to ensure that the toilets don't become unsanitary or the floors wet and unsafe.

Security:

Where the sale of liquor is involved crowd controllers shall be provided in accordance with the requirements of the Liquor License.

**Outdoor Events**

Service of Alcohol:

Pre-packaged cans and stubbies and beer service from kegs may be permitted but no mixing of spirit drinks. Any external bar shall be provided with adequate lighting and where the service of keg beer is involved, the bar shall be provided with an adequate supply of potable water for hand washing and cleaning purposes.

Cleaning Schedule:

* Small events, maximum of 75 patrons/guests and less than 4 hours – Submission of a specific cleaning schedule is not necessary. However, the applicant shall be responsible for ensuring the sanitary facilities are maintained to a hygienic standard during the event and that the sanitary facilities and grounds are cleaned to the satisfaction of Council officers after the event.
* Large events, more than 75 patrons/guests but less than 300; and for a duration of 4 hours or longer – A cleaning schedule shall be submitted to the Council for approval by Council Officers. The schedule shall not only advise what cleaning is proposed after the event for the grounds but also during the event to ensure that the toilet facilities don't become unsanitary or the floors wet and unsafe.
* Very large events, more than 300 patrons/guests; and for a duration of more than 2 hours - A cleaning schedule shall be submitted to the Council for approval by Council Officers. The schedule shall not only advise what cleaning is proposed after the event for the grounds but also during the event to ensure that the toilet facilities don't become unsanitary or the floors wet and unsafe.

Sanitary Facilities:

For large and very large outdoor events, the applicant shall provide information relating to the following in support of the application:

* Maximum number of patrons/guests expected at the event; and
* Location and number of male, female and disabled accessible toilets that will be made available for the patrons/guests and where it is intended to use an existing Council ablution facility the distance from that facility to the area designated for the consumption of liquor;

Subject to the proposed location and availability of permanent sanitary facilities, the applicant may be required provide additional portable sanitary facilities for the event E.g. a very large event on Town Beach; one of the sport and recreation area ovals, etc.

Security:

Where the sale of liquor is involved crowd controllers shall be provided in accordance with the requirements of the Liquor License.

Should a Police call-out be required and/or a noise abatement notice issued as a result of the Hirer’s failure to comply with a noise warning this will result in full forfeiture of the bond.