

SHIRE OF COOROW



Coorow Admin Office
22-26 Main Street
PO Box 42
Coorow, WA 6515

 9952 0100
 admin@coorow.wa.gov.au
 www.coorow.wa.gov.au

Leeman Admin Office
20 Morcombe Road
PO Box 238
Leeman, WA 6514

FACILITY HIRE AGREEMENT

Organisation

Date :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Individual

Organisation / Individual Name: _____

ABN No :

Address : _____

Telephone : _____ Mobile : _____

Email : _____

Does the hirer meet the following criteria?
(If so, please provide copy of certificates with application)

- Non for Profit
 Incorporation
 Senior Citizen Association

BOOKING DETAILS

Day and date(s) of hire : _____

Time of hire*: (Start & finish time must include set-up and pack-up time)

Estimated number of people : <50 50-100 100-150 150-200

Type of function : _____

Venue to be hired : _____

*Please contact the Shire of Coorow if you are bringing bulky items and/or if you need to store equipment out of indicated hire times.

Do you require the facility during school holidays? Yes No

Do you require the facility on public holidays? Yes No

Will alcohol be consumed on site? Yes* No

***If YES, please note:**

- Complete the Application below for consent to consume Liquor on Council premises.
- Approval of this Application gives the Hirer permission to consume Liquor on the premises as per the Liquor Act 1988, Section 119 (1).

APPLICATION for consent to consume Liquor on Council premises

I request permission to consume Liquor at the abovementioned premises on the date requested.

Signature of Hirer _____

Date : _____

THANK YOU FOR YOUR INFORMATION

SCHEDULE OF FEES AND CHARGES

Surcharge applies when the facility is left in an unsatisfactory condition and requires additional cleaning, i.e. carpet(s) shampooed, floor(s) washed etc.

Hourly rate	\$35.00
Change Rooms	\$45.00
1/2 Day rate (<4hrs)	\$90.00
Full Day rate (>4hrs)	\$165.00
Surcharge (for additional cleaning if applicable)	\$100.00 per hour
Waiver of fees	<input type="checkbox"/> Yes <input type="checkbox"/> No
Discount of fees Facility / Equipment Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No

KEY COLLECTION AND RESPONSIBILITY

A key can be collected by the Hirer from the Shire Office on the last working day prior to the date of hire. It is strictly the responsibility of the Hirer to ensure the key is kept safe at all times.

The Key Bond will be fully refunded ONLY if the key is returned to the Shire Office on the next working day after the date of hire.

BONDS Facility: \$330.00 Key: \$70.00

MALEY PARK FACILITY ONLY

Card 1 :

Name :

Position :

Door number :

Key Deposit :

receipt number :

Card 2 :

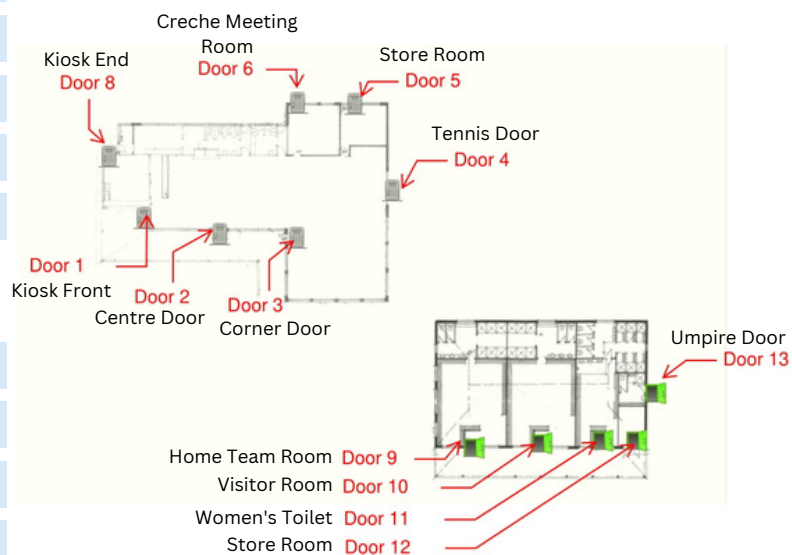
Name :

Position :

Door number :

Key Deposit :

receipt number :



EQUIPMENT HIRE AND CATERING

Not included in the Facility hire fee (not applicable if used in the Centre/Hall - breakages however will still apply)

<u>EQUIPMENT</u>	<u>COST PER ITEM (INC. GST)</u>	<u>NUMBER REQUIRED</u>
Tresles	\$20.00	
Chairs	\$2.00	
Crockery (1 set = min 50)	\$45.00	
Crockery (additional setting of 10)	\$15.00	
Cutlery (1set = min 50)	\$45.00	
Cutlery (additional setting of 10)	\$15.00	
Breakages	Market Value	
Portable Toilet	\$75.00 Standard	\$55.00 Non Profit Community Groups
TOTAL	\$	

CATERING

Name of catering company : _____

Contact name : _____

Telephone : _____ Mobile : _____

Email : _____

Comments : _____

I have read, understood and agree to abide by the Terms and Conditions of Hire (attached) and that such Terms and Conditions shall be deemed to part of this agreement.

I agree to indemnify the Shire of Coorow against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Signature of Hirer _____

Date: _____

FACILITY HIRE AGREEMENT

HOW TO SUBMIT YOUR FORM

For facilities:

- Leeman Recreation Centre
- Green Head Community Hall

Shire of Coorow - Leeman Admin office

- **In person:** 20 Morcombe Road, Leeman WA 6514
- **By mail:** PO Box 238, Leeman WA 6514
- **By email:** admin@coorow.wa.gov.au

For facility:

- Maley Park Recreation Centre

Shire of Coorow - Coorow Admin office

- **In person:** 22-26 Main Street, Coorow WA 6515
- **By mail:** PO Box 42, Coorow WA 6515
- **By email:** admin@coorow.wa.gov.au

OFFICE USE ONLY

Approved for consumption of Liquor on site : Yes No

Approved for Waiver of Fees : Yes No

Approved for Discount of Fees Facility/Equipment Hire : Yes No

Authorising Officer :

Date of Approval :

Bond paid : Yes No

Bond put into Trust Account T500 (Trust-New Trust-T500) for customer receipt and reference : Yes No

Copied for Debtors officer and Creditor officer : Yes No

Added to bookings diary and calendar : Yes No

Cleaner notified of dates (send SMS) : Yes No

Name of officer taking booking: _____

Signature of officer taking booking: _____ Date: _____

DEBTORS USE ONLY

Invoiced for hire - Invoice number : Yes No

Bond refunded : Yes No

THANK YOU FOR YOUR INFORMATION

TERMS AND CONDITIONS OF HIRE applicable to Shire of Coorow facilities

APPLICATIONS

Applicants must be 18 years or over. The Shire of Coorow reserves the right to cancel any booking for Council business or due to unforeseen circumstances. Littering, including the throwing of confetti or rice, is not permitted.

BOND

A bond will be applicable to all bookings. The bond is held against damage to building(s) or equipment and breach of Conditions of Hire. Any administration costs incurred by Council addressing anti-social behaviour at functions, or during general hire, will incur a fee.

DECORATIONS AND SIGNS

Nothing (including decorations) is to be nailed, hung, tied or otherwise attached to any tree, shrub, building or other thing. Any decorations must be free standing and the use of the same must be approved and then only used in accordance with the conditions of approval.

MUSIC

In granting this approval it is recognised that some music may be used as part of the event. Loud music is exempt when it is community based, played for no more than 4 hours and take place between the standard hours 7am and 7pm Monday – Saturday and 9am – 7pm Sunday/Public Holidays. Please note that playing loud music prior to noon may be deemed to be ‘unreasonable’ and may breach the regulations. It is recommended that music is not played prior to noon on any day. If you are proposing to play loud music for more than 4 hours or outside the standard hours, you may be required to seek an exemption from the Shire of Coorow. Please contact the Shire’s Environmental Health Officer for guidance. Persons proposing to hold private and commercial events are subject to different provisions of the Regulations. Please contact the Shire’s Environmental Health Officer for guidance at least 60 days prior to the event.

PERMITS & APPROVALS

The Hirer is responsible for ensuring that all appropriate permits and approvals have been obtained that are required for their event to ensure compliance with any relevant Legislation or Policy requirements (e.g. Occasional Liquor Licence).

SETTING UP

The Hirer is responsible for setting up and down of tables and chairs. All chairs and tables are to be wiped and neatly stacked in the storeroom after use.

EMERGENCY EXITS

The Hirer is requested to familiarise themselves with Emergency Evacuation Plans and associated instructions that are posted at various locations within the Centre/Hall and to ensure those in attendance are aware of the same. Emergency Exits are to remain clear of obstacles and not to be blocked in any manner.

RUBBISH REMOVAL

It is important that arrangements are made for the removal of rubbish from the site. Litter bins provided are only for incidental rubbish and it is expected that rubbish of any significant volume be removed by the Hirer, unless other arrangements have been put in place.

BREAKAGES / DAMAGE / THEFT

The Hirer will immediately inform the Shire Office on becoming aware of any breakage, damage or theft to the Facility or its fittings, fixtures, equipment and furnishings. The cost to repair, or replace, the item (including plate glass, and windows) will be deducted from the refundable bond. If the cost exceeds the Bond paid, an Invoice will be issued to the Hirer.

TERMS AND CONDITIONS OF HIRE applicable to Shire of Coorow facilities

CLEANING & LOCKING UP

It is a condition of use that the Facility is left clean immediately after the event. You must provide your own cleaning equipment and products. **If additional cleaning is required, costs will be taken from the Bond.** Please ensure that you:

- remove all rubbish, food scraps, empty drink containers, bottles and cans from the venue and dispose of it in the 240L bins provided at the Facility
- sweep the venue, clean up any spillage occurring during the period of hire, and ensure toilet facilities are flushed, floor mopped and left in a sanitary condition - **PLEASE DO NOT MOP ANY DANCE FLOOR**
- kitchen floor to be mopped (if used)
- if any fridge has been used, please leave it clean, turned off and leave door(s) ajar
- wipe down any furniture used during the period of hire and ensure they are left as they were at the beginning of the hire period
- all appliances (i.e. urns, ovens etc.), lights and fans to be turned off
- all crockery/cutlery used must be washed and returned to the place it was found at the start of the hiring period
- all windows and doors (including internal) to be locked and secure
- any equipment, foodstuffs and drinks brought into the Centre/Hall by the Hirer and guests are to be removed

VEHICLES

Vehicles are not permitted on to any area of an Oval, Park or Reserve (unless it is an area specifically set aside for that purpose) unless approval has been given in writing for the same to happen and then only in accordance with any approval given.

SHIRE OF COOROW RESPONSIBILITIES

Council will -

- take every reasonable care, and precaution, to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond its control
- make every effort to provide the Hirer with a clean and tidy facility, and
- not be responsible for any damage, theft or loss of items belonging to, or the responsibility of, the Hirer.

OTHER REQUIREMENTS

The Hirer, or the Hirer's invited guests, shall not:

- behave in a manner that is likely to disrupt or interfere with the enjoyment of other persons using the Facility
- remove, damage, deface or destroy any plant, fixtures or fittings at the Facility
- damage, take or destroy any Flora or Fauna
- erect any structure or sign (temporary or permanent) unless prior approval has first been given in writing and then only in accordance with any conditions attached to that approval
- consume alcohol, unless specific approval for the same has been given in writing, and then only in accordance with such approval
- the Facility must not be used for any annoying, offensive or illegal conduct, activity or purpose
- the Facility must not be used by a third party without the prior written permission of the Shire of Coorow
- bring any animal, other than a seeing-eye or aid assisted dog, in or on to the Facility.

DISPUTES

Any disputes, including bond refunds, must be made in writing and marked:

Attention – Chief Executive Officer
Shire of Coorow
PO Box 42
Coorow WA 6515