



SHIRE OF EXMOUTH
 PO Box 21
 Exmouth WA 6707
 Tel: (08) 9949 3000
 Fax: (08) 9949 3050

EDHS - HARD COURT FACILITY HIRE FORM

APPLICANT DETAILS

Name of Applicant: _____

Name of Organisation: _____

Contact telephone number: _____

Address of Applicant: _____

Email: _____

BOOKING DETAILS

Start date: _____ Finish date: _____

Start time: _____ Finish time: _____

If during School Hours (before 4pm) permission from Principal is required

One off event or regular booking (Please attach schedule)

Hard Court Facilities:

Courts one both Cleaning Equipment

Court Lights Rubbish Bins

Change Rooms/Toilets

Purpose of Booking: _____

Type of Activity: _____

Anticipated attendance: _____

Will alcohol be sold OR consumed?* Yes No

Will food be prepared and consumed?** Yes No

Will food be sold? Yes No

* **NOTE:** Please refer to condition # 12

** **NOTE:** Please refer to condition # 3

PAYMENT OPTIONS

Please note: Hire fees are required to be paid separate to the bond.

Booking not confirmed until Hire Bonds are received.

Hire Fee Total	\$
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 Bond Payments

BSB: 036-180

Account Number: 115503

Reference No- company name/facility hired

Bank Details for Hire Fees

BSB: 036-180

Account Number: 000060

Reference No- company name/facility hired

BOND REFUND:

Please advise if you would like your bond refunded as a cheque or into a bank account.

Cheque

Bank Account

ACCOUNT DETAILS FOR BOND REFUND:

PAYEE:	
BSB:	
ACCOUNT:	

HIRER DECLARATION

NB - EXMOUTH DISTRICT HIGH SCHOOL REQUIRE A MINIMUM OF 48 HOURS NOTIFICATION OF APPLICATION TO CONFIRM BOOKING AND ARRANGE LIGHTING

I have read, understand and agree to abide by the Conditions for Use of EDHS Hard courts and indemnify the Shire of Exmouth and Exmouth District High School against all actions, claims, demands and costs arising out of or in connection with the hire of this facility and acknowledge and understand the attached Conditions.

Signature: _____ Date: _____

SHIRE OFFICE USE

Hire fee	\$	Receipt No	
Hire bond	\$	Receipt No	
Key bond	\$	Receipt No	

Receiving Officer: _____ Date: _____

Copy sent to School kylie.parkinson@education.wa.edu.au Date: _____

Fixtures attached

EDHS OFFICE USE

EDHS Approval YES NO

Consumption of Alcohol Approved: N/A YES NO

School cleaner's signature: _____ Date: _____

Bond return recommended: Yes No

Cleaner Notes: _____

SHIRE FINANCE

Bond disbursed: Yes No

Date: _____ Cheque No.: _____ EFT:

Conditions for Use of Hard Courts at Exmouth District High School

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 of Exmouth for the necessary replacement costs thereof.
2. If I /We* are not happy with the cleanliness of the facilities, then I/We will report to the Shire prior, (if feasible), to the function being held. I/We understand that no compensation may be claimed if reported after the event.
3. For intention to sell food from the premises, the proponent must give 'Notification' (via the prescribed form) of such intent to the Shire's Environmental Health Services. This is a state wide requirement pursuant to the Food Act 2008. Allow at least 10 working days for the notification to be processed (Note: Fees may apply depending on the nature of the application)
4. 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.
5. No sticky tape is to be used on the courts, walls, doors or windows in the premises.
6. Only sneakers, soft soled shoes or bare feet; No Spikes or black soled shoes.

7. Any hirer damaging or allowing damage to occur to the courts, buildings, fixtures or fittings will be liable for the replacement / repair costs.
8. I / We* agree to indemnify the Shire of Exmouth and the Exmouth District High School against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.
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. The Court and Court Facilities are to be **cleaned immediately following the closure of the function**, at completion of hire time; in addition, the following applies to cleaning"
 - a. Approved Standards of Cleaning:

Courts:	Cleared of all rubbish and swept All rubbish in bins provided
Ablutions/change rooms:	All bins emptied; floors swept and spot cleaned. All toilets and urinals properly flushed and rubbish free.
 - b. The cleaning equipment provided
A mop & bucket, broom, dustpan & brush, The location of these items is the Storage room.

12. For intention of consuming / sale of liquor on the School premises:

- a. A written request for permission must be submitted with the Principal of the Exmouth District High School, via Shire of Exmouth a minimum of 2 weeks prior to the event; an
- b. Pre-packaged cans (no stubbies/glass) may be permitted, but no mixing of spirit drinks. Any external bar shall be provided with adequate lighting.
- c. A person shall not offer liquor for sale unless the appropriate permit has been obtained from Department of Racing, Gaming and Liquor, under the Liquor Control Act 1988 (previously known as the Liquor Licensing Act 1988).