



PO Box 21
Exmouth WA 6707
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SHIRE FACILITY HIRE FORM

APPLICANT DETAILS

Name of Applicant: _____

Name of Organisation: _____

(Incorporated Bodies/Associations & Clubs must provide once off evidence of registration)

Contact telephone number: _____

Address of Applicant: _____

Email: _____

BOOKING DETAILS

Start date: _____

Finish date: _____

Start time: _____

Finish time: _____

One off event or; regular booking

SHIRE FACILITY

Recreation Centre (Max: 118 people)

Kooboороo Oval

Shire Hall (Max: 287 people; 57 max in lobby)

Federation Park

Talanjee Oval

Meeting Room

Other _____

Purpose of Booking: _____

Anticipated attendance numbers: _____

Will alcohol be consumed? Yes

No

Will alcohol be sold? Yes

No

Will food be sold? Yes

No

PAYMENT OPTIONS

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

Booking not confirmed until Hire Bonds are received.

Charge Level (refer to fees & charges-Inc. or Assoc. to supply documentation)	
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. Refund of bond must be into the name/account of the person who paid bond.

Cheque

Bank Account

ACCOUNT DETAILS FOR BOND REFUND:

PAYEE:	
BSB:	
ACCOUNT:	

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 the attached Conditions. All bookings are to be made in accordance with Management Practice & Procedure Manual, Commercial Community Procedure 3.1- Hire & Use of Shire Venues; Shire Hall and Recreation Centre

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Hire fee Receipt No.		Recurring/To be Invoiced	<input type="checkbox"/>
Hire bond Receipt No.		Bond on File	<input type="checkbox"/>
Key bond Receipt No.			

Receipting Officer: _____ date: _____

SHIRE CLEANER USE:

Cleaner's signature: _____

Date & Time Assessed:

Bond return recommended: Yes No

If no, please provide details including hours:

FINANCE

Bond disbursed

Date: _____ Cheque No.: _____ 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:	Cleared, 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.

13. 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 access 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.