



Perenjori

Embrace Opportunity

Shire Facility Booking Form

To be completed for all Shire Facility and Equipment Hire within the Shire.
Bookings are not confirmed until payment of all venue fees and bonds has been received.

Please submit completed Shire Facility Booking Forms and supporting information as early as possible to avoid disappointment. Submissions can be made by:

- Email: cdo@perenjori.wa.gov.au
- Mail: PO Box 22, Perenjori WA 6620
- In person: 56 Fowler Street, Perenjori WA 6620

Terms and conditions for the hire of Shire facilities and equipment are included in this application and must be signed on submission of the form. If you wish to book multiple facilities, you will require one form per booking apart from regular/seasonal bookings.

Any questions or queries do not hesitate to contact the Perenjori Shire on 9973 0100 or cdo@perenjori.wa.gov.au who will assist you with your application or direct you to the relevant staff member.

1. APPLICANT DETAILS

Organisation					
Type of Organisation	Not-for-profit <input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> School <input type="checkbox"/>				
Contact Person				Position	
Postal address					
Residential address					
Home phone		Work phone		Mobile	
Email				Fax	
Are you the contact person during the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, provide contact details below:		
Contact Person				Mobile	
Identification attached	Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Other <input type="checkbox"/> Please state:				

2. SHIRE FACILITY / EQUIPMENT HIRE

Shire venue required					
Specific area (kitchen, meeting room etc)					
Type of Booking	Event <input type="checkbox"/> Casual / Private <input type="checkbox"/> Regular / Seasonal (complete calendar) <input type="checkbox"/>				
Booking Date	/ / 20				
Booking Time (Please allow for set up & pack up)	: am/pm - : am/pm				
Booking description (party, sport, etc)					
Expected Attendance					
Equipment to be hired					
Quantity required		Collection date & time	/ / 20	: am/pm	
Will alcohol be consumed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, Shire Liquor Application must be completed		
Facility Inspection	PRE	Date	: am/pm	POST	Date : am/pm

3. BOND DETAILS

Refund Bank Details	BSB:	Account #:
	Account Name:	

IMPORTANT INFORMATION:

This is an application form only. Bookings are not confirmed until approval has been granted by the Shire of Perenjori and all fee payments have been received.

REGULAR / SEASONAL BOOKINGS

Please indicate dates on the below calendar (if applicable)

2020

<p>January</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>February</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p>March</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>April</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																
S	M	T	W	T	F	S																																																																																																																																																																																			
			1	2	3	4																																																																																																																																																																																			
5	6	7	8	9	10	11																																																																																																																																																																																			
12	13	14	15	16	17	18																																																																																																																																																																																			
19	20	21	22	23	24	25																																																																																																																																																																																			
26	27	28	29	30	31																																																																																																																																																																																				
S	M	T	W	T	F	S																																																																																																																																																																																			
						1																																																																																																																																																																																			
2	3	4	5	6	7	8																																																																																																																																																																																			
9	10	11	12	13	14	15																																																																																																																																																																																			
16	17	18	19	20	21	22																																																																																																																																																																																			
23	24	25	26	27	28	29																																																																																																																																																																																			
S	M	T	W	T	F	S																																																																																																																																																																																			
1	2	3	4	5	6	7																																																																																																																																																																																			
8	9	10	11	12	13	14																																																																																																																																																																																			
15	16	17	18	19	20	21																																																																																																																																																																																			
22	23	24	25	26	27	28																																																																																																																																																																																			
29	30	31																																																																																																																																																																																							
S	M	T	W	T	F	S																																																																																																																																																																																			
			1	2	3	4																																																																																																																																																																																			
5	6	7	8	9	10	11																																																																																																																																																																																			
12	13	14	15	16	17	18																																																																																																																																																																																			
19	20	21	22	23	24	25																																																																																																																																																																																			
26	27	28	29	30																																																																																																																																																																																					
<p>May</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>June</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>July</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>August</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	M	T	W	T	F	S																																																																																																																																																																																			
					1	2																																																																																																																																																																																			
3	4	5	6	7	8	9																																																																																																																																																																																			
10	11	12	13	14	15	16																																																																																																																																																																																			
17	18	19	20	21	22	23																																																																																																																																																																																			
24	25	26	27	28	29	30																																																																																																																																																																																			
31																																																																																																																																																																																									
S	M	T	W	T	F	S																																																																																																																																																																																			
	1	2	3	4	5	6																																																																																																																																																																																			
7	8	9	10	11	12	13																																																																																																																																																																																			
14	15	16	17	18	19	20																																																																																																																																																																																			
21	22	23	24	25	26	27																																																																																																																																																																																			
28	29	30																																																																																																																																																																																							
S	M	T	W	T	F	S																																																																																																																																																																																			
			1	2	3	4																																																																																																																																																																																			
5	6	7	8	9	10	11																																																																																																																																																																																			
12	13	14	15	16	17	18																																																																																																																																																																																			
19	20	21	22	23	24	25																																																																																																																																																																																			
26	27	28	29	30	31																																																																																																																																																																																				
S	M	T	W	T	F	S																																																																																																																																																																																			
						1																																																																																																																																																																																			
2	3	4	5	6	7	8																																																																																																																																																																																			
9	10	11	12	13	14	15																																																																																																																																																																																			
16	17	18	19	20	21	22																																																																																																																																																																																			
23	24	25	26	27	28	29																																																																																																																																																																																			
30	31																																																																																																																																																																																								
<p>September</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>October</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>November</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>December</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
S	M	T	W	T	F	S																																																																																																																																																																																			
		1	2	3	4	5																																																																																																																																																																																			
6	7	8	9	10	11	12																																																																																																																																																																																			
13	14	15	16	17	18	19																																																																																																																																																																																			
20	21	22	23	24	25	26																																																																																																																																																																																			
27	28	29	30																																																																																																																																																																																						
S	M	T	W	T	F	S																																																																																																																																																																																			
				1	2	3																																																																																																																																																																																			
4	5	6	7	8	9	10																																																																																																																																																																																			
11	12	13	14	15	16	17																																																																																																																																																																																			
18	19	20	21	22	23	24																																																																																																																																																																																			
25	26	27	28	29	30	31																																																																																																																																																																																			
S	M	T	W	T	F	S																																																																																																																																																																																			
1	2	3	4	5	6	7																																																																																																																																																																																			
8	9	10	11	12	13	14																																																																																																																																																																																			
15	16	17	18	19	20	21																																																																																																																																																																																			
22	23	24	25	26	27	28																																																																																																																																																																																			
29	30																																																																																																																																																																																								
S	M	T	W	T	F	S																																																																																																																																																																																			
		1	2	3	4	5																																																																																																																																																																																			
6	7	8	9	10	11	12																																																																																																																																																																																			
13	14	15	16	17	18	19																																																																																																																																																																																			
20	21	22	23	24	25	26																																																																																																																																																																																			
27	28	29	30	31																																																																																																																																																																																					

DECLARATION

I/We agree to indemnify the Shire of Perenjori against all actions, claims, demands, or costs arising out of connection with the booking of an event or the hire of a facility or equipment. In consideration for the use of facilities owned by the Shire of Perenjori, I/we agree to hold the Shire of Perenjori harmless for any damages, acts or incidents that occur as a result of the above event held by me/us. Further, I/we assume all liability for specific losses arising from the event listed above and release the Shire of Perenjori from all liability and costs incurred arising from or incident to the event.

Name.

On behalf of (Organisation Name)

Signature

Date / /

Terms and Conditions of Hire for Shire Venues, Facilities and Equipment

This document supersedes all previous documents relating to the terms and conditions and hire fees relating to the hire of Shire of Perenjori (the Shire) community facilities. Subject to the following conditions the Shire of Perenjori grants to the Hirer the right to hire and use the venue for the purpose indicated on the date or dates and at the times shown on the booking records.

The Hirer agrees to observe and comply with any and all laws, rules, regulations and ordinances involved with the hire of the premises. Hire of the premises is for use of the designated premises and available listed furniture and equipment only. It does not confer admission to any other areas of the venue; nor does it entitle use of Centre staff, other facilities or equipment.

Period of Hire

Venues are available from the booked commencement time. Hirers must allow appropriate time to set up, clean up and complete restoration of the area/s when completing the Application to Hire form. Where the area is used beyond the period of hire, the hirer will be charged for the additional use. This charge will be deducted from the bond at the standard additional hourly rate, rounded to the nearest hour. All functions are to cease by midnight – cleaning may continue until 1.00am when the premises are to be vacated.

Hire Fee

Must be paid at the time of booking, unless the Hirer is an approved account holder registered with the Shire of Perenjori. All fees include GST. Written confirmation of bookings is available upon request from the Shire of Perenjori offices.

Set up and clear up of the venue is the responsibility of the Hirer. In stating hire times set up and clear up periods must be allowed and approved by the Shire Community Development staff.

Any costs, fees and expenses incurred by the Shire for non-payment of hire fees by the Hirer, including but not limited to, administrative costs, debt collection, agency fees and legal costs and expenses, will be met by the Hirer. Charges may vary. The Shire reserves the right to revise fees, charges and bond payable from time to time as may be found necessary.

Bond Fee

Is to be a separate lodgement; the full amount to be received by the Shire of Perenjori office at least 14 days prior to commencement of the hire period.

Bond monies will not be refunded if the conditions of hire have not been fully complied with. The venue must be left in a clean condition, the permanent layout must be restored, and repairs of any damages to furniture, fixtures or the building must be arranged and paid for by the Hirer. Bonds will only be refunded to the original paying person/organisation and by way of cheque.

The Hirer is liable for any costs, losses or damages incurred as a result of damage caused to the state of repair or condition of the venue during the hire period/s, and acknowledges that the Shire may retain all or part of the bond to cover any costs incurred by the Shire for repair or cleaning required as a result of the Hirers' use of the hired venue (other than for reasonable wear and tear). The Shire retains the right to determine the cost of any repairs or cleaning required. The Hirer agrees on demand to pay to the Shire any such further amounts as are required to cover the cost of repairs or cleaning not covered by the bond monies.

Public Liability

Regular/Seasonal hirers are required to have public liability insurance to a minimum value of \$10 million dollars. A current copy of which must be forwarded to the Shire with the booking application. Regular/seasonal bookings are defined as twelve or more bookings per annum. The Hirer shall do nothing which will, or is likely to, prejudice or render void, Council's insurance policies.

Working with Children Compliance

Pursuant to the *Working with Children Act 2004*, supervisors and other adults working with children under the age of 18 are required to possess (or make application for) a current Working with Children Check and/or National Police Check.

Provision of Security Personnel

Is the responsibility of the Hirer. The Shire reserves the right to have an employee in attendance at any event.

Bookings

The Shire reserves the right to refuse an application for hire of a location, or to cancel any reservation already made without explanation, and to refund the fees and charges paid. The Shire shall not be liable in any way for any loss or damage otherwise in consequence of the exercise of this right.

Cancellations by Hirer

Cancellations must be made to cdo@perenjori.wa.gov.au at least 24 hours prior to the event.

Cancellations by the Shire of Perenjori

A full refund of all monies in relation to the booking is payable to the Hirer in the event the booking is cancelled without fault of the Hirer. Bookings may be cancelled if:

- The Shire becomes aware that any event, goods or service proposed to be held or provided by the Hirer is/are prohibited by law, objectionable, dangerous, pose a safety threat or inappropriate impact on local residents.
- The venue is required for Council functions or Local Government, State or Federal elections
- The hire fees and/or bond monies have not been paid
- Maintenance or repairs are being carried out within the venue or grounds
- The Hirer has not provided evidence of insurance coverage and/or security arrangements and/or liquor license (note: alcohol is not permitted within the grounds of some venues)

The Shire shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right. Cancellation or termination of the booking will not affect any right which the Shire may have to recover monies owing for the booking or to recover damages from the Hirer.

Pre- and Post-Inspection of the Premises

Where possible, venues should be viewed prior to completing the booking application. This is arranged by directly contacting the venue office. Post hire inspections will be conducted by Shire staff as soon as possible post event. Hirers' are responsible for completing a Risk Management form and submitting same with the booking application.

All Shire of Perenjori Facilities	56 Fowler Street, Perenjori	9973 0110
-----------------------------------	-----------------------------	-----------

Cleaning Requirements

The venue must be left in a clean and tidy condition and secured upon the Hirer's departure.

Hirers' are responsible for:

- The provision of, and application of, appropriate protection of all surfaces (including floors and tables) prior to, and during, any food preparation or handling. Sports flooring is not designed for food spillage and requires appropriate protection e.g. tarpaulin.
- All cleaning. Any equipment, tables, chairs, must be wiped down and all residue removed from surfaces - floors, walls, doors and windows
- The removal of all rubbish and any decorations and/or signage from the premises.
- The provision of all cleaning equipment and materials including garbage bags, detergents, brooms, buckets, mops.
- Storing all equipment in the allocated space; returning furniture to the original plan.

Time for cleaning is included in the booking period and charged accordingly therefore the clearing and cleaning of the premises is to be conducted immediately following the event unless alternative arrangements have been negotiated and agreed between the Centre Co-ordinator and the Hirer at least 2 weeks prior to the event. The Shire reserves the right to impose an additional waste disposal charge if garbage is not removed; a cleaning fee if the area/s requires cleaning following a hire period.

Any serious damage to the Shires' property must be reported to the Shire as soon as possible. In the event Shire staff discovers any damage, the Hirer will be contacted where possible and invited to inspect the damage themselves. The cost of repairs will be deducted from the bond monies.

Responsibility for the Maintenance of Order during the Hire Period

The Hirer, or their representative, is required to be present for the duration of the activity. The Hirer must:

- Pre-inspect the premises to identify any risk factors and familiarise themselves with all emergency procedures and ensure the location of exits, fire extinguishers and hoses.
- To permit use of other areas of the venue/s by other Hirers', ensure that noise levels are kept to an acceptable level as defined by venue staff.

And assumes responsibility and liability for:

- The conduct of all participants
- The maintenance and preservation of good order during the period of hire
- Any damage caused by activity participants

Should Shire staff be called to an event:

- The Hirer shall obey all reasonable directions of the responsible personnel
- The staff member shall assume complete control over all means of entry and exit to the premises and may refuse admittance to any person/s.

Accident or Injury

In the event of an accident or injury arising through the Hirer's use of the premises, the Hirer must inform Shire staff immediately and subsequently complete an incident report form to be filed at the Shire offices.

Access and Exits

All fire exits are to be clear and useable without hindrance. Information relating to disability access and facilities within venues is available by contacting the relevant facility and arranging an inspection of the premises.

Restricted Items

Floors, walls or any part of the building shall not be broken or pierced by nails, screws, etc. nor shall any appliance, fitting or fixture be interfered with in any way. Adhesives are not to be used on any surface.

Fireworks, confetti or other items deemed by responsible Shire staff to be objectionable are not permitted.

Subletting

It is not permitted for the Hirer to sublet the premises or any part thereof. All hire arrangements must be submitted to the Shire for approval.

Your Privacy

The supply of personal information on forms is voluntary, although failure to include information required may result in processing delays or rejection. The details supplied are not publicly available however the person signing this form is able to access to view or correct any information supplied by requesting same from the Shire of Perenjori Council offices where they will be stored.

Indemnity

The Hirer agrees to indemnify the Shire of Perenjori Council and its servants, agents and employees against any loss or damage in any form sustained by the Hirer or any person, firm or corporation, from liability as a consequence of the use of the facility. The Shire of Wyndham East Kimberley Council shall not be responsible for any loss of or damage to, any property whatsoever belonging to the Hirer or any person attending the activity.

As 'the Hirer' I acknowledge that I have read and understood the terms and conditions for hire of the Shire of Perenjori facilities and grounds and agree to be bound by them. I agree that failure to comply with all the terms and conditions as stated may result in retention of bond monies, additional fees and may jeopardize any future use of the Shire of Perenjori facilities and grounds.

I hereby grant the Shire Perenjori an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, proceedings, rights of actions, claims for compensations and the like for which the Shire of Perenjori may be, or may become, liable in conjunction with injury, damage or accidental death through my neglect or default or misuse or by the neglect or default or misuse of any other person in connection with use of the Shire of Perenjori facilities and grounds.

.....
Signature Date / /

Shire Facility Inspection Sheet

1. APPLICANT DETAILS

Name of facility	
Activity	
Name of hirer	
Booking date	/ / 20

Inspection must be carried out prior to event taking place. It is the responsibility of the hirer to assess the suitability of the facility prior to commencing their activity. Facility inspection form must be returned within 3 days following the booking date to:

- Shire of Perenjori – 56 Fowler Street, Perenjori

Emergency maintenance or action unable to be rectified by the hirer, needed to ensure activities can proceed safely, should be arranged through the Community Development Officer on 0400 070 051 or 9973 0100.

Please note that it is your responsibility to ensure all Shire approvals and bookings are in place for your event.

6. INSPECTION

	Yes / No	Comment	Yes / No	Comment
Venue clear of rubbish				
Inspection of site for unsafe litter i.e. glass or metal				
Inspection of playing surface				
All safety signage is in place and legible				
All equipment provided for hire is in suitable condition				
Facility deemed suitable for use by hirer				

Declaration

I state that the above pre-event inspection took place on/...../..... and that the facility was suitable for use for the purpose of hire.

.....
Signature Date / /

Liquor Application

This form is for the purpose of requesting permission to have alcohol on Council owned or managed land.

1. APPLICANT

Name					
Postal address					
Residential address					
Home phone		Work phone		Mobile	
Email					
Contact person					

2. APPLICATION DETAILS

Venue					
Date	____/____/____	Hours	To: ____: ____ am/pm from: ____: ____ am/pm		
Function purpose					
Expected number of guests		Alcohol will be	BYO	<input type="checkbox"/> Sold	<input type="checkbox"/> Provided <input type="checkbox"/>
Licensee Name (for Occasional Liquor)					
Details of quantities of alcohol to be brought onto site					
Security will be provided by					

.....
Applicant Signature Date / /

Liquor Guidelines

Alcohol may only be taken onto Council owned or managed premises if the following applications have been made and approval granted:

1. If alcohol is going to be brought on a BYO basis the hirer must apply in writing (using this form) to the Chief Executive Officer. Approval is subject to the discretion of the Chief Executive Officer.
2. Live entertainment events/venues over 200 patrons are not able to have BYO exemptions under Department of Racing, Gaming and Liquor policy regarding Exemptions to the *Liquor Control Act 1988*.
3. Applicants who intend to sell alcohol either direct or indirect (included in the price of a ticket etc.) must gain permission from the Chief Executive Officer, Shire of Perenjori (using this form) then apply for an Occasional Liquor License from the Department of Racing, Gaming and Liquor (Liquor Licensing Division). If approval is granted a copy of the Occasional License and any conditions contained therein must be forwarded to the Shire of Perenjori, at least one week prior to the function with a plan showing the licensed area.

OFFICE USE ONLY

3. APPROVAL

Liquor application approved		Y <input type="checkbox"/>	N <input type="checkbox"/>
Approving Officer Name			
Approving Officer Title			

.....

Approving Officer Signature Date / /

OFFICE USE ONLY

Applicant N&A		Record file		Record:	AP-
--------------------------	--	--------------------	--	----------------	------------

Pavilion Equipment Hire List

Stock on hand		Hired stock	
Dinner Plates	70	Dinner Plates	
Bread and Butter Plates	100	Bread and Butter Plates	
Soup Bowls	90	Bowls	
Coffee Mugs	25 (10 bowls)	Coffee Mugs	
Tea Cups	55 (10 bowls)	Tea Cups	
Tea Cup Saucers	70	Tea Cup Saucers	
Water Glasses	72	Water Glasses	
Knives	96	Knives	
Forks	96	Forks	
Soup Spoons	96	Soup Spoons	
Dessert Spoons	96	Dessert Spoons	
Tea Spoons	96	Tea Spoons	
Vases	6	Vases	
Tables			
Chairs			
Community Bus First Aid Kit	1	Must be given out when hiring bus	