



CASUAL APPLICATION TO HIRE A FACILITY

Shire of Wiluna PO Box 38, WILUNA WA 6646 Phone 9981 8000 Email: reception@wiluna.wa.gov.au

APPLICANTS MUST BE OVER 18 YEARS OF AGE AND THIS FORM CAN ONLY BE COMPLETED BY THE PERSON WHO WILL BE RESPONSIBLE FOR PAYMENT OF THE ACCOUNT

- VENUE TO BE HIRED:
- Hot Office
 - Hot Shop
 - Kitchen & Dining Room
 - Moonlight Hall (Adult functions only)
 - Oval
 - Pavilion & Changerooms
 - Recreation Centre (Youth functions)

Name: _____

Address: _____

Phone: _____

Email: _____

Name of Organisation (if applicable): _____

Organisation type: GOVT NFP COMMERCIAL COMMUNITY SCHOOL OTHER

Do you/your organisation hold Public Liability Insurance? YES/NO Value: _____
(If YES, please attach a copy of your certificate of currency for public liability cover)

Facility Name: _____

Date: _____ Time: _____ am/pm to _____ am/pm

Please be advised that set up & clean up time must be included on the booking form. Cleaning must be completed prior to vacating the premises and will not be permitted to occur on the following day.

Type of Function: _____

Estimated Attendance No's Adults (Over 18) _____ Children (Under 18) _____

Will you be selling food? YES NO

Will alcohol be consumed at the facility? YES NO

Will alcohol be sold at the facility? YES NO

(If yes, please forward us a copy of your liquor licence 7 days prior to your booking)

Conditions for the Casual Hire of Shire of Wiluna Facilities

Application Process

1. Hirers must apply for the booking of facilities through the Shire of Wiluna by completing the prescribed application form (noting the conditions of use). The Shire of Wiluna will presume acceptance of the hire conditions stipulated on the form upon receipt of a signed form from the hirer.
2. Casual hirers of facilities must pay at the time of the booking to secure their booking. Payment can be made in person at the Shire of Wiluna at Wotton St, Wiluna, posted and made payable to the "Shire of Wiluna", PO Box 38, Wiluna, WA, 6646 or by direct debit.
3. Casual hirers shall arrange to collect a key for the facility from the Shire of Wiluna admin building and return the key immediately following the booking. The hirer will be liable to reimburse the Shire of Wiluna for loss or damage caused to the key.
4. The Shire reserves the right to refuse an application or to cancel a confirmed booking if in its opinion the hirer or the activity contravenes the vision and values of the Shire or does not with comply with the Conditions of Hire and Use.

Working with Children Legislation

5. The hirer is responsible to comply with the Working with Children legislation. The Shire reserves the right to refuse an application that doesn't comply with the policy.

Risk Management/Insurance

6. Risk Management - The "golden rule" is that hirers have a duty of care to ensure they take all reasonable steps to provide a safe event or activity for the participants at the booked facility.
7. Public Liability Insurance - The Shire of Wiluna has arranged a "Casual Hirer's Liability Policy", which is designed to provide public liability insurance coverage for casual hirers of facilities owned by the Shire of Wiluna. Hirers should note that this coverage is only provided for individuals or groups that are not incorporated and who utilise Shire of Wiluna facilities on a one-off / occasional basis (up to ten times a year). Hirers should also note that they are not covered under this policy if they hire a facility for use on a regular basis (more than ten times a year) or if the hirer is an incorporated group, sporting club or association. Such hirers shall be responsible for arranging their own insurance coverage.
8. Clubs must provide the Shire of Wiluna with a certificate of currency with this booking form.
9. Hold Harmless Clause - the hirer agrees to hold the Shire of Wiluna harmless for any liability or loss to any person, equipment or property, if it arises during the hire period.

General housekeeping/Behaviour

10. Hired areas must be left clean and secure by the hirer at the conclusion of the activity. All rubbish, food scraps and decorations must be removed from the premises; the kitchen must be left clean; floors to be swept and mopped; tables and chairs to be wiped clean; all doors must be locked and lights and airconditioning turned off on departure.
11. Any damage caused to the facility will be at the expense of the hirer.
12. Any equipment brought into the facility must be removed immediately following the hire period. Hirers may not store equipment at facilities with out express permission from Shire of Wiluna. All equipment stored at the centre is done so at the hirers' own risk.
13. The floors, walls, or any other part of the building, or any fitting or furniture shall not be broken, pierced by nails or screws or in any such manner or in any other way damaged. No fittings shall be erected in the building. All decorations must be removed immediately after the function.
14. The hirer will be liable to reimburse the Shire of Wiluna for loss or damage caused to the facility. A Centre bond will apply in accordance with the current Schedule of Fees and Charges.
15. **The Shire of Wiluna instructs a non-smoking policy within its facilities, including the verandah areas.**
16. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirer's responsibility to provide additional bins or have rubbish removed from a ground/venue if a function or activity generates an excessive amount of rubbish. Hirers shall not charge an entry fee for the facility unless approved by the Shire of Wiluna.

Liquor licence/Consumption

17. The hirer of any facility must comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code or any other relevant Act in force.
18. Consumption of liquor on local government property - Hirers must request a liquor permit from the Shire of Wiluna for any consumption of liquor during the hire period.
19. Sale of liquor - If liquor is to be sold, the hirer must first obtain a function permit from the Licensing Court in accordance with Section 43 of the Liquor Act, 1970. A copy of this permit must be sent to the Shire of Wiluna a minimum of 7 days before the date of the hire.
20. Alcohol must not be left behind under any circumstances unless under written direction of the police stating what times they are able to escort the owner or the owner's representative to take out all alcohol. Any loss suffered due to alcohol being stored in the venue's vicinity will be solely the owner's responsibility and not the Shire's.
21. It is the responsibility of the hirer to inform the caterers of all the conditions of hire that apply.
22. The premises will be inspected after usage to ascertain if the bond is to be fully refunded.
23. Hire must not breach any copyright laws.

Acceptance of Conditions

I have read and understand the above conditions and am authorised to accept them on behalf of the hirer / club / group / school named previously.

NAME OF APPLICANT: _____ SIGNATURE OF APPLICANT: _____ DATE: _____

OFFICE USE ONLY

Booking Consent & Confirmation

		<i>Initials</i>	<i>Date</i>
Upon application, EA to advise hirer in regards to venue availability according to the Booking Diary, the hire costs and bond (if applicable). EA to ensure that the hirer has read and kept a copy of the "Conditions of Hiring" and filled in all details	Y / N		
Approval by CEO	Y / N		
Advise Outside Crew of Oval Hire	Y / N		
Fees & Charges			
Bond (if applicable)	\$		
Rate	\$		
Facility inspection/Bond to be Refunded	Y / N		
Refund of Bond	\$		

For the purpose of Bond refunds, please advise the following:

Bank:

Branch:

BSB:

A/C No.:

Account Name: