



Shire of Wyalkatchem
PO Box 224
WYALKATCHEM WA 6485
Email: general@wyalkatchem.wa.gov.au
Ph: (08) 9681 1166
Fax: (08) 9681 1003

APPLICATION FOR USE/HIRE OF COUNCIL FACILITIES

Applicant's Name: _____

Mailing Address: _____

Town: _____ Post Code: _____

Telephone No: _____ Mobile No: _____

Seasonal Hire: YES / NO (*Please circle*)

Facility Required: Airport Terminal Building _____
Tennis Club _____
Railway Barracks _____
Korrellocking Hall (Leisure Centre) _____
Wyalkatchem Town Hall _____
Whole Recreation Centre _____
Wyalkatchem Recreation Centre – Football Oval _____
Hockey Oval _____
Cricket Pitch _____
Basketball/Netball _____
Courts _____
Kitchen Area _____
Barbeque Area _____
Bar Area _____

Details of Use: _____

Will alcohol be consumed? YES / NO (*Please circle*)
(*If yes, please complete "Permit to Consume Alcohol"*)

Date & Time Required:

From ___/___/___ to ___/___/___

Time ___:___ AM/PM to ___:___ AM/PM

Approximate Number of attendees: _____

Special Requests (One weeks notice is required so staff can schedule the requests).

Do you require additional cleaning prior to use? YES / NO (*Please circle*)
What areas? _____

Do you wish to purchase Table Cloths from the Shire? YES / NO (*Please circle*)
How many _____

Will you require additional chairs/tables? YES / NO (*Please circle*)
How many _____

Do you require additional rubbish bins? YES / NO (*Please circle*)
How many _____

Do you require the Town Oval to be mowed? YES / NO (*Please circle*)

FEES AND CHARGES 2020/21
(All fees are inclusive of GST)

Venue	Description	Cost	Item Code
Town Hall	Day Hire	\$55.00	
	Casual Hire per hour	\$7.50	
	Week Hire	\$200.00	
Recreation Centre	Function Room & Kitchen Area	\$80.00	
	Bar Area (incl BBQ area)	\$80.00	
	BBQ Undercover Area	\$47.00	
	Entire Recreation Centre (Buildings)	\$150.00	
	Oval (e.g. Circus)	\$190.00	
	Tent Site per night (no power)	\$5.00	
	Caravan/Camper per night (no power)	\$10.00	
	Caravan/Camper per night (with power)	\$36.00	
Korrelocking Hall	Day Hire	\$55.00	
	Casual Hire per hour	\$7.50	
Terminal Building	Day Hire	\$55.00	
	Week Hire	\$200.00	
Miscellaneous Hire	Trestles (per trestle)	\$6.00	
	Square Tables (per table)	\$4.00	
	Chairs (per chair)	\$2.00	
Bond Payments	Bond (without Alcohol)	\$100.00	
	Bond (with Alcohol)	\$200.00	
	Special Event Bond (with Alcohol)	\$300.00	
	Key Deposit	\$15.00	

OFFICE USE ONLY			
Date Received:	Facility Booking recorded by:		
Booking Approved: YES/NO	Booking entered into Ideal Calendar:		
Date Cleaner Checked Facility			
Before Use:		After Use:	
Date Cleaning Bond Paid:		\$	
Date Key Deposit Paid:	Key #	\$	
Date Special Event Bond Paid:		\$	
Date Invoice Raised:	Invoice No:	Balance Paid:	
Payment Method:	EFTPOS	CASH	CHEQUE
Date Cleaning Bond refunded:	Date Key Deposit refunded:		
Date Special Event Bond refunded:			
Debtor Name:			
BSB:	ACC:		

HIRER: The Hirer must be 18 years and over and remain on the premises for the duration of the event.

OCCUPATIONAL HEALTH AND SAFETY: Please familiarise yourself with the evacuation procedures in the building. These are affixed to the wall. If you have any questions please contact the Shire office during office hours on 9681 1166 (Monday to Friday 8am – 4pm) and the CEO outside these hours 0427 811 166.

ACCESS: The Hirer and public are restricted to the specific area of hire. Early access to the facilities for the purpose of decorating or other reasons will only be permitted if the decorations or access will not interfere with preceding bookings.

All BUILDINGS used are to be LOCKED on exit and key returned to the Shire Office.

HIRE CHARGE: Payment of the prescribed hire charge must be **Paid In Full prior to the use of the facility. Keys will not be released unless payment is made.** The Hirer shall be responsible for the first \$1,000 damage (insurance excess) or excessive cleaning. Facilities are to be left clean and tidy and all items returned to their original place.

BOND:

Cleaning Bond	\$100.00 (refundable after satisfactory inspection)
Key Deposit	\$15.00 (refundable with Cleaning Bond)
Special Event Bond	\$300.00 (payable for events held where alcohol will be consumed and there will be in excess of 20 people in attendance).

KEYS: Must be RETURNED to the Shire Offices by 10:00am on the next business day following the hiring. Failure to do so will result in the forfeiture of all Bonds.

LIQUOR: CONSUMPTION OR SALE OF LIQUOR IS NOT PERMITTED WITHOUT A LICENCE. Please contact the Shire Office for the appropriate form.

Special Events: Where substantial quantities of liquor are expected to be consumed, the Hirer must employ or otherwise have a person to constantly collect and remove all empty bottles, cans and refuse during the course of the event.

SMOKING IS NOT PERMITTED within any Council facilities.

CATERING: Hire of any portion of Council's facilities shall comply with the provisions of the Health Act and Food Hygiene Regulations.

FURNITURE/EQUIPMENT: No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Council facilities without prior permission from the Chief Executive Officer. The piano (if applicable to facility hire), shall not be used or moved without prior consent of the Chief Executive Officer.

Hirers are responsible for their own setting up and down of tables, chairs and trestles. **Please ensure that furniture is not dragged across floors.** Chairs and tables will be counted at the completion of the event and any missing items will be charged at replacement value.

All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when departing the facility, please ensure that all doors and windows are locked.

CROCKERY/CUTLERY: All crockery and cutlery used is to be washed and put away. Benches are to be wiped down. Please report any breakages to the Shire Office.

DECORATIONS: No person shall erect any internal decorations, place nails or screw in woodwork or walls in any facility. Internal decorations may be temporarily affixed with adhesive tape but must be completely removed following hiring.



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CLEANING: The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacles provided.

MUSIC COPYRIGHT: It is the responsibility of the Hirer to obtain the necessary copyright from “**The Australian Performing Rights Association**” (APRA) if required. Details of the Hirer will be given to APRA if approached and a breach of the copyright laws are suspected.

INSURANCE: The Shire of Wyalkatchem maintains a Casual Hirers Insurance Policy. The Policy Cover is as follows:

Casual Hirers of facilities owned by the Member. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

CONCLUSION OF FUNCTION: Facilities can only be hired until midnight (with the exception of the Recreation Centre). All music must cease by **11:45pm** and guests must have vacated the facilities and car parks by **12:15am**.

Recreation Centre: Late license is available until **1:00am**, music must cease by **12:45am** and vacate the facilities by **1:15am**.

SPECIAL EVENTS: Licence to allow for closure at 2:00am. The Hirer may apply to the Chief Executive Officer for permission to extend the late license. All applications for Special Events are to be made 30 (thirty) days prior to the event, with the Shire to provide notification to the local police.

DECLARATION/ACCEPTANCE OF CONDITIONS

I/we have read, understood and agree to abide by the Conditions of Use/Hire.

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

The event will abide by any Government or Shire of Wyalkatchem advised restrictions and adhere to these. As the Event organizer, I will take responsibility for any breaches in guidelines. EG COVID-19 restrictions.

Signed _____ Date ____ / ____ / ____

Print Full Name _____



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PERMIT TO CONSUME LIQUOR

Issued in accordance with Section 119 of the Liquor Act, 1988. This is not an authority to sell liquor which requires the issues of an occasional licence by the Director of Liquor Licensing at least 7 days prior to the function in accordance with S.59 of the Liquor Licensing Act, 1988.

Name of Hirer: _____

Address: _____

Phone Home: _____ Work: _____ Mobile: _____

Permission is hereby granted for the consumption of liquor on the local authority's premises at the place and the time specified below.

Location: _____

Description of Event: _____

Date: From ___/___/___ to ___/___/___

Time between ___:___ am/pm and ___:___ am/pm

Estimated quantity of liquor: _____ litres/BYO

Estimated number of People in attendance:

Adults: _____ Minors (under 18 years): _____

THE SERVING OF LIQUOR TO MINORS IS PROHIBITED

Non observance of any of the Shire of Wyalkatchem by-laws at any time during the course of the hire will result in the withdrawal of this permit, which may be cancelled forthwith, without notice at any time on an authorised representative of the Shire of Wyalkatchem or a Police Officer.

CHIEF EXECUTIVE OFFICER

DATED THIS _____ DAY OF _____ 20_____

THIS PERMIT MUST BE KEPT READILY AVAILABLE FOR INSPECTION DURING THE PERIOD OF HIRE.