



APPLICATION TO HIRE WONGAN HILLS CIVIC CENTRE

Shire of Wongan-Ballidu
Cnr Quinlan St & Elphin Cres
PO Box 84 Wongan Hills WA 6603
Telephone (08) 9671 2500
Facsimile (08) 9671 2509
Email shire@wongan.wa.gov.au
Website: www.wongan.wa.gov.au

Shire of Wongan-Ballidu

ABN 95 171 458 913

CONTACT INFORMATION

Name				Phone		
				Email		
Organisation						
Address						
Function Type						
Area (tick all that apply)	Main Hall	<input type="checkbox"/>	Lesser Hall	<input type="checkbox"/>	Lesser Hall Garden	<input type="checkbox"/>
	Both Halls	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Whole Facility	<input type="checkbox"/>
Starting Date			Starting Time			am/pm
Finishing Date			Finishing Time			am/pm
Expected Attendance			Alcohol Consumption	Yes	No	

DESCRIPTION OF CATEGORIES

Commercial – Group or Individuals that generate income for personal payment or profit; State/Federal Government Agencies

Community - Groups or Individuals that undertake activities that do not generate income for personal profit; are an incorporated body; recognised not for profit

Service – Single Entity Local Enterprise providing a service, event or activity for the benefit of the Local Community; A School

OTHER BONDS – if being removed from premises

Bond – Crockery/Cutlery – full refund on satisfactory return of items	\$52.00	<input type="checkbox"/>
Bond – Tables/ Chairs – full refund on satisfactory return of items	\$105.00	<input type="checkbox"/>

BOOKINGS COMMERCIAL/RETAIL FUNCTION (tick all applicable)

Booking Deposit Fee – Non-Refundable	\$32.00	<input checked="" type="checkbox"/>
Bond No Alcohol – Refundable (on satisfactory venue inspection)	\$110.00	<input type="checkbox"/>
Bond with Alcohol – Refundable (on satisfactory venue inspection)	\$440.00	<input type="checkbox"/>

Key Bond – Refundable (on return of key)	\$52.00	✓
Full day 4 hours plus	\$430.00	
Half day 4 hours	\$215.00	
Hourly 1-3 hours per hour	\$83.00/hr	
Night rate more than 2 hours is charged at full day rate	\$430.00	
TOTAL FEE TO HIRE		
BOOKINGS WITHOUT ALCOHOL (tick all applicable)		
Booking Deposit Fee – Non-Refundable	\$32.00	✓
Bond – Refundable (on satisfactory venue inspection)	\$110.00	✓
Key Bond – Refundable (on return of key)	\$52.00	✓
Local Community (not for profit) includes P&C Student Activities – Door Fees Charged – No Alcohol		
Full day 4 hours plus	\$77.00	
Half day 4 hours	\$39.00	
Hourly 1-3 hours per hour	\$17.00/hr	
Night rate more than 2 hours is charged at full day rate from 5 pm	\$77.00	
Local Community (not for profit) includes P&C Student Activities – No Door Fees Charged – No Alcohol		
Full day 4 hours plus	\$55.00	
Half day 4 hours	\$28.00	
Hourly 1-3 hours per hour	\$11.00/hr	
Night rate more than 2 hours is charged at full day rate from 5 pm	\$55.00	
Service - Including Education Department – Door Fees Charged – No Alcohol		
Full day 4 hours plus	\$132.00	
Half day 4 hours	\$66.00	
Hourly 1-3 hours per hour	\$28.00/hr	
Night rate more than 2 hours is charged at full day rate from 5 pm	\$132.00	
Service - Including Education Department – No Door Fees Charged – No Alcohol		
Full day 4 hours plus	\$99.00	
Half day 4 hours	\$55.00	
Hourly 1-3 hours per hour	\$22.00/hr	
Night rate more than 2 hours is charged at full day rate from 5 pm	\$99.00	
TOTAL FEE TO HIRE		

IMPORTANT INFORMATION FOR BOOKING AN EVENT WITH ALCOHOL

If you are having an event with alcohol, please go to Department of Racing Gaming & Liquor website to obtain a Liquor Licence <http://www.rgl.wa.gov.au>. You will also need to write a letter to the Shire requesting approval to have Liquor at the venue.

Your booking **WILL NOT** be finalised until all paperwork is received.

BOOKINGS WITH ALCOHOL (tick all applicable)		
Booking Deposit Fee – Non-Refundable	\$32.00	✓
Bond – Refundable (on satisfactory venue inspection)	\$440.00	✓
Key Bond – Refundable (on return of key)	\$52.00	✓
Local Community Group (not for profit) including P&C Student Activities Door Fees Charged – with Alcohol		
Full day 4 hours plus	\$132.00	
Half day 4 hours	\$66.00	
Hourly 1-3 hours per hour	\$28.00/hr	
Night rate more than 2 hours is charged at full day rate	\$132.00	
Local Community Group (not for profit) including P&C Student Activities No Door Fees Charged – with Alcohol		
Full day 4 hours plus	\$99.00	
Half day 4 hours	\$50.00	
Hourly 1-3 hours per hour	\$17.00/hr	
Night rate more than 2 hours is charged at full day rate	\$99.00	
Service - Including Education Department – Door Fees Charged – with Alcohol		
Full day 4 hours plus	\$204.00	
Half day 4 hours	\$99.00	
Hourly 1-3 hours per hour	\$39.00/hr	
Night rate more than 2 hours is charged at full day rate	\$204.00	
Service - Including Education Department – No Door Fees Charged – with Alcohol		
Full day 4 hours plus	\$132.00	
Half day 4 hours	\$66.00	
Hourly 1-3 hours per hour	\$28.00/hr	
Night rate more than 2 hours is charged at full day rate	\$132.00	
TOTAL FEE TO HIRE		

Acknowledgement of Terms and Conditions

A booking will not be confirmed until payment of Booking Deposit Fee has been received at the Administration Office and receipted.

Smoking is not permitted in the Wongan Hills Civic Centre and it is the responsibility of the Hirer to enforce this policy.

I have read and agree to abide by all conditions in relation to the Conditions of Hire agreement for the Wongan Hills Civic Centre and in addition accept all fees as detailed above and agree to pay these fees prior to usage.

Signature of Hirer _____

Date: _____

1. USING THE CIVIC CENTRE

1.1 A minimum deposit of \$32.00 including GST must accompany applications for the hire. The remainder of the hire charge plus bond where applicable is to be paid prior to the key being issued. No tentative bookings will be taken and in addition booking of greater than 12 months in advance cannot be made.

1.2 When cancelling a booking the hirer has the option in choosing another date or the forfeiture of their deposit.

1.3 A \$110.00 bond against breakages or extraordinary cleaning will be charged on all bookings. This must be paid prior to the key being issued. The Bond will be refunded within 14 days after hire date on the provision that the Civic Centre has been left in a satisfactory condition following hire.

1.4 A \$440.00 bond (includes the \$110.00 bond for all bookings) against breakages or extraordinary cleaning will be charged if liquor is consumed. This must be paid prior to the key being issued. The Bond will be refunded within 14 days after hire date on the provision that the Civic Centre has been left in a satisfactory condition following hire.

1.5 Failure to pay the bond prior to usage of the Civic Centre may result in the cancellation of the booking.

1.6 It is the responsibility of the hirer to REMOVE ALL RUBBISH and dispose of at the Shire tip. Tip fees will apply. Mobile rubbish bins are for the use of Shire staff only and are not to be used by hirers.

1.7 Where cleaning is not satisfactory, and rubbish is not removed, the hirer will be charged for the cost of undertaking this work.

1.8 Any damage or loss incurred above the value of the bond charged will be billed and become a debt to the hirer.

1.9 A minimum of 48 hours' notice is required prior to a booking to enable Council to ensure that the Civic Centre has been adequately cleaned between bookings. Should bookings be received within less than 48 hours' notice Council cannot guarantee that the centre would have been cleaned prior to the booking. Inspection will be undertaken within 1 working day after hire or prior to the next booking where practicable.

2. USING THE CIVIC CENTRE

2.1 The Hirer shall maintain decent behaviour in the hall.

2.2 The Hirer shall be solely and entirely responsible for the carrying out of these conditions, and for any damage to the building, fixtures, fittings, furniture and crockery and shall pay such damages as shall be assessed by the Council.

2.3 Smoking is not permitted in the Wongan Hills Civic Centre and it is the responsibility of the Hirer to enforce this policy.

2.4 The driving of nails, screws, tacks or pins etc into and the use of adhesive tape and other adhesive material of any description onto, any walls, woodwork, furniture, fittings or furnishings is strictly prohibited.

2.5 If keg beer is used it may only be served from the bar area.

2.6 Ensure that all emergency exit doors remain free from obstructions.

2.7 The Hirer must ensure that the provisions of the Health (Public Buildings) Regulations 1992 are complied with which includes controlling crowd numbers. They are not to exceed the authorised amount of people as shown on the Certificate of Approval.

Main Hall 355 Lesser Hall 170 Civic Centre Total 525 people

3. UPON LEAVING THE CIVIC CENTRE

Upon leaving the Civic Centre Hirer shall ensure that –

3.1 Security

3.1.1 All windows and doors have been secured

3.2 Services

3.2.1 All lights, heaters and air conditioners have been turned off

3.2.2 All water taps and the hot water system are turned off

3.2.3 All stove elements and ovens are turned off

3.2.4 All urns are turned off and emptied of water

3.2.5 All fridges are cleaned and turned off and the doors left open/ajar

3.3 Equipment

3.3.1 All tables and chairs are wiped clean and stacked away in the positions indicated using the trolleys provided as necessary

3.3.2 All cleaning equipment is returned

3.3.3 All crockery and cutlery used are washed, dried and stacked away in the cupboards. All breakages are to be reported to the Shire Administration Office at the earliest opportunity.

3.3.4 Under no circumstances is equipment to leave the Civic Centre

3.3.5 The stage curtains may only be opened by using the curtain cord

3.4 Cleaning

3.4.1 All floors are mopped, and cupboards, sinks, stoves and refrigerators wiped in the kitchen and bar as necessary.

3.4.2 **If there is a spillage or mess on the parquetry flooring the floor is to be mopped using water and neutral pH detergent only as supplied.**

3.4.3 All cleaning must be completed within the time specified on the Hire Application Form. Another booking must be made for the following day if cleaning is not completed within this timeframe.

3.4.4 **All toilets are to be swept and all rubbish removed**

3.4.5 All refuse and cigarette butts should be swept and removed from the courtyard and front entrance steps.

3.5 Keys

3.5.1 Keys can be collected from the Shire Administration Centre on the day prior or day of the booking (on a normal working day). The hall must not be used outside of booked time. Set-up and clean-up is considered part of the days booked.

3.5.2 All keys are to be returned to the Shire Administration Centre by the next available working day.

3.5.3 When keys are lost the Hirer will be charged for replacement.

OFFICE USE ONLY			
Fee and Charge	Date Paid	Date Refunded	Received By
Booking Fee		Not Applicable	
Key Bond			
No Alcohol Bond			
Alcohol Bond			
Balance of Booking		Not Applicable	
Booking Made in Civic Centre Book		Not Applicable	
Booking Entered into Records Spreadsheet		Not Applicable	
Bond Processing - Calendar Reminders		Not Applicable	