|  |  |
| --- | --- |
|  | Facilities Hire Application |

*Subject to venue availability community groups and external providers may hire some facilities on a limited basis. The Shire reserves the right to refuse to hire any or all its facilities and to cancel a hire agreement if Shire Terms and Conditions are not met.* **(Completion of this application does not guarantee your application will be approved)**

# Applicant information

|  |  |
| --- | --- |
| Organisation: |  |
| Contact Name: |  |
| Postal Address: |  |
| Email: |  |
| Contact phone number(s): |  |

# Event Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event: |  | | |
| Type of event: |  | | |
| Venue required: | Choose an item. If other please advise: | | |
| Date required: | Choose Date If more than a few dates please add to end of document. | | |
| Charges: | Will there be a charge to register to attend this event: Choose an item. | | |
| Event start time: |  | Event finish time: |  |
| Access required from: |  | Access required until: |  |
| Number of guests: |  | Numbers of cars: |  |
| Wheelchair access: | Choose an item. | Acrod Parking Bay/s | Choose an item. |
| Delivery access: | Choose an item. | Re-occurring booking: | Choose an item. |
| Will there be alcohol | Choose an item. | Alcohol | Choose an item. |
| **If there is alcohol at the function?** (Permission is required by Shire of Coolgardie and an “Application for the Consumption of Alcohol” form must be completed) Choose an item. (if yes, an application will be sent) | | | |
| Self-Catering | Choose an item. | Catering Company: |  |

# Equipment Required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trestle tables: | Choose an item. | Quantity: |  | |
| Small table: | Choose an item. | Quantity: |  | |
| Chairs: | Choose an item. | Quantity: |  | |
| Urns: | Choose an item. | Size: Large/ Small |  | |
| Whiteboard: | Choose an item. | Quantity: |  | |
| Sound System: | Choose an item. | Requirement: |  | |
| Smart TV: | Choose an item. | Must supply own laptop/USB: |  | |
| Microphone: | Choose an item. |  |  | |
| Lectern: | Choose an item. | Signage Boards: | Choose an item. | |
| Signage Boards Wording: |  | | | |
| External Assistance: |  | | |
| Other information: |  | | |

# Indoor Sports Centre Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of sport: |  | | | |
| Basketball Hoops | Choose an item. | Netball Poles | Choose an item. |
| Volleyball Nets | Choose an item. | Badminton Nets | Choose an item. |
| Other |  |  |  |

# Acceptance of Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If the above booking is approved, I hereby understand and agree to comply in all respects with the Terms and Conditions of Hire by Shire of Coolgardie.   |  |  | | --- | --- | | Signature: |  | | Date: | Click here to enter a date. | |

# Layout and Plan or other Information

Theatre – Classroom – U Shape – Boardroom – Other? (Please specify)

# Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: | Click here to enter a date. | Applicant advised |  |
| Bond: |  | Other staff |  |
| Hire Charge: |  | Advised | Click here to enter a date. |
| Entered Dairy | Click here to enter a date. | Calendar |  |
| Security Charges |  | Other |  |
| Cleaning Charge: |  | Cleaner advised |  |
| Total Cost: |  | Manager advised |  |
| Approval Date: |  | Parks and Grounds |  |

Application: Choose an item.­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ by Place Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application: Choose an item.­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ by CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_