



KAMBALDA COMMUNITY RECREATION FACILITY

Application to hire Council facility & liquor permit

Name of Applicant/Club/Group:.....

Contact Person:.....**Phone:** (M).....(W).....

Address:..... **Fax:**.....

Invoice Address:.....

Email:.....

Day/s and Time/s Required:

Date of Booking: From-..... To-.....

Start Time:..... **Finish Time:**.....

Number of People:.....

Is this a recurring booking?

Facility (please tick)

- ☐ Basketball Court One (Indoor)
- ☐ Basketball Court Two (Indoor)
- ☐ Library Meeting Room (Video Conference)
- ☐ Small Meeting Room One
- ☐ Small Meeting Room Two
- ☐ Community Activity Room
- ☐ Function Room One
- ☐ Function Room Two (Window Side)
- ☐ Kitchen
- ☐ Kiosk

Type of Function (please circle)

Seminar – Conference – Small Meeting – Dinner – Cocktail Party – Other (please specify).....

Layout/Seating (please circle)

Theatre – Classroom – U Shape – Boardroom – Other? (please specify).....

Tea & Coffee Facilities? (if yes, the KCRF provide mugs, tea, coffee, sugar & 1 litre of milk, per day)

Yes ☐ No ☐

Irish Mulga Drive, P.O Box 138, Kambalda, WA, 6442

Tel: (08) 9080 2116 Fax (08) 9027 1444

Email: kamrec@coolgardie.wa.gov.au

Alcohol

Is there to be alcohol at the function? (If yes, Shire of Coolgardie permission is required and an "Application for the Consumption of Alcohol" form must be completed)

Yes ☐ No ☐

Is there to be alcohol SOLD at the function?

(If yes a liquor licence will be required from the Clerk of Courts and notification must be given to the local Police. This takes approximately 10 days to process. (Please present this form to the police when providing notification). You are required to provide a copy of the liquor licence to sell liquor when picking up the key to the facility and it must be displayed during the function.

Yes ☐ No ☐

Security will need to be provided for all events with alcohol.

Equipment Required:

Table Cloths: Yes / No How Many?

(Hire Charge - Rectangle table cloths \$18.45, Round table cloths \$25.00 hire & costs for replacement of damaged table cloths – Rectangle table cloths \$24.20 & Round table cloths \$39.60)

Additional Requirements:.....

Please note: Applications for both hire of facility and liquor permit will only be granted to persons 18 years or older of age. Identification may be required.

OFFICE USE ONLY

Hire Fees	\$	Bond	\$	Liquor Y/N	Liquor to be sold Y/N	Copy of liquor License Y/N
Receipt	\$	Date Paid	\$	Other:		



FEES & CHARGES 2012/2013

All Hire – General Discount

100% Discount for Events that

- 1) Not for Profit; and
- 2) Open to the Public; and
- 3) No Alcohol to be consumed

inc.
GST

Hall/Court Hire

Sports Hall Hire per Hour	44.00
Sports Hall Hire per Day	275.00

Function Room Hire - categories for Community, Corporate, Social

1 Room (per hour)	35.00
2nd and 3rd Room (each)	24.00
1 Room (per day 8.30am – 5.00pm)	176.00
2nd and 3rd Room (each)	116.00
Kitchen	24.00
Foyer	
* Room Set Up Fee and additional cleaning fee - Staff hourly rate	31.80

Community Activity Meeting Room

Day (6am – 5 pm)	35.00
Hourly Rate	
Night (5pm to 11pm)	
Minimum Hire fee – 4 hours	
Full day and night (9am – 12pm)	530.00

****Please note: you do NOT have permission to access any of the store rooms in the Community Activity Meeting Room. In doing so you will forfeit your bond.***

Meeting Rooms (Small – per room)

Hourly Rate	25.00
Full Day Rate or / Evening	140.00

Industrial Kitchen Hire (Off Community Function Rooms)

Day (6am - 5 pm)	
Minimum Hire fee - 4 hours	
Hourly Rate	40.00
Night (5pm to 12pm)	
Minimum Hire fee - 4 hours	
Full day and night (9am - 12pm)	510.00

Kiosk- categories for Community, Corporate, Social

half day hire	45.00
full day hire	80.00

CALL OUT FEE \$35 Per Hour

BONDS 2012/2013

Halls and Recreation Centres - Rooms/ Functional Spaces/ Facilities

- No Alcohol	200.00
- With Alcohol (Licensed Areas Only)	500.00

Extra charges for hire past midnight \$35.00 p/hr

When decorating the hall please do not use cellotape or blue tack as these damage the walls when removed. The office has alternatives.

Notes for Hirer

- All rubbish must be put in the outside bins, located in front of the Recreation Centre
- All equipment to be checked for food and the urn emptied. All bottles and private catering equipment must be removed on departure.
- All floors to be swept and mopped as necessary and the KCRF kitchen equipment and crockery to be cleaned and stored tidily.
- Chairs, tables/trestles must be replaced into the storage area.
- All community groups who prepare food in anyway are encouraged to acquaint themselves with the National Food Safety Standards. Access to this information can be gained via website: <http://www.foodstandards.gov.au>
- As a courtesy to the future users of the facility, please report any damage to the building.
- Please note this is a **non smoking** facility including: inside the buildings, the playgroup outside area as well as **all** other outdoor areas.
- **Kambalda Community Recreation Facility staff are not responsible for organising catering for your function. We have put together a list of catering services based in Kambalda for your convenience located on the back page of this booking form.**
- **Cancellation Fees:**
Cancellation is made prior to booking
 - 30 days or more 0%
 - 14 days to 29 days 25%
 - 7 days to 13 days 50%
 - Less than 7 days 100%
- **Please note if the function is being held outside of the centres hours, Recreation staff will issue a key and swipe card. With this swipe card the hirer will be required to arm the facility on departure. Recreation staff will demonstrate how this is done and also give the hirer an after hours phone number if any difficulties occur. Please be aware that if the facility is not armed up correctly and Recreation staff get a security call out the hirer will be charge a fee of \$35.00.**

I have read and will abide with the above conditions for hire of the KCRF.

Signed

____/____/____
Date

Emergency Procedures

1. PLANNING THE FUNCTION AND/OR UPON ARRIVAL AT THE FACILITY

- 1.1 Take note of the location of any phone (reception), exits, fire alarms, and potential (safe) outdoor assembly area.
(Please advise the KCRF staff if any exits, exit signage, etc is faulty.)
- 1.2 Try to note how many persons are under supervision or in attendance at the facility.

2. EMERGENCY PROCEDURES – IN CASE OF FIRE AND/OR EXPLOSION

- 2.1 The hirer or lease holder will be required to initiate an evacuation by the use of loud, clear voice commands.
- 2.2 Ensure the safety of people, attend to injured persons.
- 2.3 Evacuate building by nearest exit.
- 2.4 TELEPHONE 000 AND ASK FOR FIRE/POLICE/AMBULANCE.**
- 2.5 Attempt to fight the fire with the appropriate fire extinguisher if it is safe to do so and the operator is trained and competent in its use.

Prepare to give the following details:

Location: **Middle of Football Oval**

Nearest main intersection: **Irish Mulga Drive**

- 2.6 Assemble outdoors at a predetermined safe assembly area (**Note:** avoid car park areas, move away from any structures, avoid powerlines or known utility services locations such as gas and water mains).
- 2.7 Conduct a head count (i.e. try to account for everyone).
- 2.8 Do not re-enter the building or its immediate vicinity.
- 2.9 Advise Council of the fire at the hirers earliest possible convenience.

3. OTHER EMERGENCIES (VIOLENCE, PHYSICAL THREATS, ETC)

- 3.1 Contact the appropriate Emergency Service.

AMBULANCE / RESCUE / POLICE IN URGENT SITUATIONS – DIAL: 000

4. IN CASE OF EARTHQUAKE OR SEVERE STORM (CYCLONE):

- Stay indoors.
- Take shelter – under tables, doorways etc.
- Stay away from windows, overhead fittings etc.
- Wait for instructions from responding Emergency Services.

5. IN CASE OF A BUSHFIRE IN THE IMMEDIATE AREA:

- Stay indoors.
- Monitor the situation.
- Do not leave the facility unless it is immediately threatened or as instructed by Emergency Services.

6. FIRST AID RESOURCES

There is a first aid kit located in the Kitchen.

I have read and understood this document as provided.

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Email: kamrec@coolgardie.wa.gov.au

CATERING SERVICES IN KAMBALDA

ESS – Function Catering

Kambalda Village

Phone: (08) 9027 1696

Fax: (08) 9027 1044

Email: ess@site.compass-group.com.au

Kambalda East Deli

Shop 8/17 New Clayton, Kambalda

Phone: (08) 9027 1072

Fax: (08) 9027 3093

Food available:

Finger food, sandwich selections, cakes, cheese and fruit platters, juices and soft drinks.

Connies Cakes and Catering

8B 18-22 Salmon Gum Road, Kambalda

Phone: (08) 9027 3387

Food available:

Pasta dishes, rice dishes, ribs, curries, stews, lamb shanks, fresh bread rolls, puddings, scones and cheesecakes.

Maggie Dee's Deli

Salmon Gum Road, Kambalda

Phone: (08) 9027 0516

Food available:

Assorted platters include: sandwiches, roast and shaved meats, seafood, lavish rolls, fruit, salads, dips, cakes, fresh rolls etc.

The Mac Camp Service Group Limited

Kambalda Caravan Park

Gordon Adams Road, Kambalda

Phone/Fax: (08) 9027 1582

www.themac.com.au

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Oil and Spice Café

Kambalda Community Recreation Facility

Barnes Drive, Kambalda West 6442

Phone: 90802126 Mobile: 0412630839 Fax: 90271444



OPEN

Tuesday / Wednesday / Thursday / Friday

7.30am to 3.00pm

Fresh Produce

Home made Salads

Fresh Rolls and Sandwiches

Muffins

Scones

Slices

Yahava Coffee

Kids Packs

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Catering Available Big or Small.

OIL AND SPICE CATERING FOR LUNCH OR MORNING TEAS

Oil and Spice Cafe and Catering phone Karin 0412630839.

Finger Food Savoury and sweet ideas choose from:

Selection of sandwiches and wraps, with either chicken, ham, salmon, lamb or vegetarian

Mini fritter stacks

Mini Savouries

Tasty toasties

Selection of yummy homemade slices cakes muffins and scones

Salads and Quiches to choose from size would depend on size of group.

Penne pasta with a creamy dressing, tossed with bacon, semi dried tomatoes and capsicum

Asian Nutty Brown Rice salad

Curried Kumara and walnut salad

Broccoli and Cashew salad

Thai Vermicelli

Roasted Potato with bacon or Salmon salad

Quiches from either Salmon, Chicken, bacon, vegetarian, gluten free made with either filo or puff pastry.

Otherwise if you have anything in mind I am happy to cater for this. If you want sit down lunches or if you would prefer meats and salads etc.

We can also cater for any special dietary requirements

ie. Gluten free, nut free, dairy free etc.

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Dinner menus? Call in and see us for a quote to suit your individual needs

Sit down or buffet options available.

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Shire of Coolgardie

Our Community, Our People, Our Future

APPLICATION FOR CONSUMPTION OF ALCOHOL

I hereby apply to consume alcohol at the _____ (Name of Facility) and
advise that my application has been lodged on _____ (date) at _____ (time).

NAME: _____

ADDRESS: _____

TELEPHONE: (H) _____ (B) _____
(M) _____

GROUP / ORGANISATION: _____

DATE REQUIRED: ____/____/____ **FROM** _____ pm **TO** _____ pm

APPROXIMATE NUMBERS ATTENDING FUNCTION: _____

APPROVED Yes / No _____

Signed: Chief Executive Officer

INDEMNIFICATION: Upon approval of application, the applicant undertakes to hold the Shire of Coolgardie indemnified against all claims which may be made against the Shire of Coolgardie for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of conducting the event on the property of the Shire of Coolgardie, during all periods when such facility is on hire.

APPLICANTS SIGNATURE

DATE



SHIRE OF COOLGARDIE

BOND or RETENTION AGREEMENT – (forward to Finance)

A bond for the value of \$ _____ is being held by the Shire of Coolgardie
for the purpose of

On behalf of

Applicant full name and address

Phone _____

Receipt Number _____

Bond Reference Number _____

I have received a copy of the Bond Return conditions and understand that the Bond will be
returned by cheque.

Cheques are drawn fortnightly, and may take up to fourteen working days to process from the date
authority given for the return of the bond.

_____ Signature of Applicant

Function Room Hire Checklist

Please ensure before end of function upon returning of keys that the following housekeeping is done:

- ✓ Tables and Chairs have been wiped down and packed away in storage room
 - ✓ All dishes are cleaned and put away where they were found
 - ✓ Any table cloths that were used have been put aside for cleaning
- ✓ Any rubbish has been cleared and taken out the skip bin (located between recreation centre and football club rooms in bricked area)
 - ✓ Floors have been vacuumed and mopped where needed
 - ✓ Lights have been switched off
 - ✓ All doors have been locked
 - ✓ Area has been armed
- ✓ Any damage to facility and/or furniture has been reported to Staff

If you feel the need to request an after hours contact, please arrange this prior to the function being held.

**The staff at the Kambalda Community Recreation Facility thank you
for your kind co-operation.**