



Southern Drive, Busselton WA 6280

All Correspondence to: **The Chief Executive Officer**, Locked Bag 1, Busselton WA 6280

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FACILITY HIRE APPLICATION FORM - HALLS

Youth Centre:	<input type="checkbox"/> Hall	<input type="checkbox"/> Blue Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Entire Premises
Churchill Park:	<input type="checkbox"/> Hall	<input type="checkbox"/> Kitchen		
Carbunup / Railway:	<input type="checkbox"/> Hall	<input type="checkbox"/> Kitchen		
TYPE OF ORGANISATION:	<input type="checkbox"/> Community	<input type="checkbox"/> Commercial		
TYPE OF HIRE:	<input type="checkbox"/> Casual	<input type="checkbox"/> Regular	<input type="checkbox"/> Annual	

Tick above as appropriate

Applicant (Club/Organisation/Individual):

Address:

Contact Name: **Position:**

Email: **Phone (H):** **(M):**

Activity Being Conducted:

Booking Dates & Times

Booking Dates From: To:

Please tick this box if you break for School Holidays?

Please Provide Active Times

Monday	to
Tuesday	to
Wednesday	to
Thursday	to
Friday	to
Saturday	to
Sunday	to

Fees and Charges

Fees & Charges: <i>(Office use only)</i>	Hire Fee Conditions
<p>Hire Fees - App ID: \$ Receipt No:</p> <p>Bond - App ID: \$ Receipt No:</p> <p>Key Bond - App ID: \$ Receipt No:</p> <p>Total Owing \$ Date Paid:</p> <p>Receiving Officer:</p>	<p>Confirmed bookings that are cancelled where:</p> <p>i) Less than 1 week's notice is given will incur a charge of 20% of the Hire Fee.</p> <p>ii) More than 1 week's notice is given will incur a charge of 10% of the Hire Fee.</p> <p>Booking Officer:</p>
Bond / Fee Refund Request: <i>(Office use only)</i>	Bond / Fee Refund Request Details
<p>Refund to (Name & Address):</p> <p>.....</p> <p>Reason for Refund:</p> <p>Please refund the amount of</p>	<p>Bond / Fee refund Journal ID:</p> <p>Signed: Date:</p> <p>Comments:</p> <p>.....</p>

It is a condition of this Contract of Hire that the Shire of Busselton shall not accept any liability. We the Applicant and the Authorised Signatory have read the terms and conditions of hire detailed on the reverse of this form and agree to be jointly and severally bound by them.

AUTHORISED SIGNATORY: **DATE:**

Name: **Position:**

TERMS AND CONDITIONS

We agree:

1. That if the Applicant is not an incorporated body, the Authorised Signatory will be solely responsible for paying the fees and charges and will be bound by these terms and conditions.
2. To pay the Shire of Busselton the fees and charges incurred, all bonds shall be retained by the Shire and returnable only if the booked facility is left clean and tidy to the satisfaction of the Shire, or its nominee. Default in any respect will mean forfeiture of all or part of the deposit, with the amount of any forfeiture to be at the discretion of the Shire.
3. That the cleaning shall include not only the venue, but all amenities associated with the building hired, including the immediate surroundings, together with the removal from the premises of all surface refuse.
4. To abide by the following conditions and pay all expenses caused by any default hereunder:
 - i) Not to alter any fixtures or design of the premises being hired, including its immediate surroundings, without first obtaining the written consent of the Shire.
 - ii) At the expiration of the hiring to take all things which may have been brought into the hired premises and to replace all previously placed equipment in its correct position.
 - iii) Not to leave on any electrical lights, appliances or leave taps running in the location, including its immediate surroundings.
 - iv) To ensure that all equipment is returned to the correct location and that the premises are correctly secured before departure, including all doors and windows
 - v) Not to damage any part of the booked facility or its immediate surroundings, and to repair and be responsible for the repair of all damage which may be caused to the booked facility or its immediate surroundings.
 - vi) Not to use the hired facility for any illegal or immoral purposes or for any purpose other than the said purpose, or to allow to be done, or to do anything that may cause the facility to be vulnerable to fire, or to allow to be done, or to do anything that will cause damage or create annoyance or inconvenience to occupiers of any adjoining areas or buildings.
 - vii) Music utilised in association with the hire of the said premises may be in breach of the Australian Copyright Act (1968) unless the hirer acquires the appropriate licence as specified by the APRA and PPCA.
 - viii) To comply with all statutes, By-Laws or regulations relating to the hired premises or the use thereof, and any order or requisition made thereunder.
5. To comply with any lawful directions which may be given by the Shire and that the Shire reserves the right to grant or refuse hire applications, or cancel a booking and return the deposit as it thinks fit and shall be the final authority in this respect.
6. To indemnify the Busselton Shire Council against any claim, loss or expense which may be made or arise as a result of the use of the hired premises.
7. That it is an express condition of this Contract of Hire that the Shire shall not accept liability for any damage, illness or injury caused or found to be caused to any person or property as a result of our acts or omissions, or our guests or invitees or persons under our control.
8. That the Busselton Youth & Community Centre is an alcohol free venue unless special permission is granted by the Shire. We shall seek the prior consent of the Shire if we wish to consume, sell or serve alcohol in a Shire facility and ensure that the appropriate licence is obtained for the sale of alcohol. (Please note that it is deemed to be the sale of liquor when liquor is given away and the person has paid for admission to the premises or for seating in the premises or has been asked to make a donation of money by collection or otherwise) and that the rules and regulations, as provided by the Liquor Licensing Act (1988), are adhered to.
9. The Busselton Youth & Community Centre is a completely "No Smoking" venue.
10. If required by the Shire, to take out Public Liability Insurance in a form and to an amount specified by the Shire.
11. That we, our guests or invitees, or persons under our control, are aware of, or will acquaint ourselves immediately upon arrival with, the location and content of the emergency procedures notices erected within the premises.