

# Shire of Wickepin

## Wickepin Community Centre Venue Hire Application Form

<b>Name/Organisation:</b>			
<b>Contact Person:</b>		<b>Phone:</b>	
<b>Email Address:</b>			
<b>Billing Address:</b>			
<b>Purpose of Function:</b>			
<b>Date Required Start:</b>		<b>Date Required Finish:</b>	
<b>Times From/To:</b>			
<b>Days:</b>	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>		

FULL DAY		HALF DAY	
<input type="checkbox"/> Function Room	\$100	<input type="checkbox"/> Function Room	\$60
<input type="checkbox"/> Function Room + Kitchen	\$160	<input type="checkbox"/> Function Room + Kitchen	\$100
<input type="checkbox"/> Function Room + Kitchen + Bar	\$200	<input type="checkbox"/> Function Room + Kitchen + Bar	\$130
<input type="checkbox"/> Function Room + Bar	\$160	<input type="checkbox"/> Function Room + Bar	\$100
<input type="checkbox"/> Mezzanine Room	\$100	<input type="checkbox"/> Mezzanine Room	\$60
<input type="checkbox"/> Mezzanine Room + Kitchen	\$160	<input type="checkbox"/> Mezzanine Room + Kitchen	\$100
<input type="checkbox"/> Kitchen Only	\$100	<input type="checkbox"/> Kitchen Only	\$60
<input type="checkbox"/> Bar Only	\$100	<input type="checkbox"/> Bar Only	\$60
<input type="checkbox"/> Pavilion Whole	\$198	<input type="checkbox"/> Pavilion Whole	\$100
<input type="checkbox"/> Pavilion Excluding Netball Court	\$200	<input type="checkbox"/> Pavilion Excluding Netball Court	\$100
<b>Additional Requirements/Equipment:</b>			

**Bond:**    **\$240 Corporate**       **\$600 Private**       **Waived for Community Group**  
 Request for fees to be waived for Community Groups are to be directed in writing to the Chief Executive Officer.

**Will you be consuming alcohol:**   **Yes**       **No**

If you will be selling alcohol you will require a liquor licence from Clerk of Courts.

I/we agree to the conditions set by the Shire of Wickepin for the hire of the venue noted above and understand that the premises are left in any condition other than acceptable. I agree to reimburse the Shire of Wickepin for any costs incurred and may be charged an additional fee for cleaning of \$60. The bond will be returned to the hirer, as detailed above and only when the premises have been left in a satisfactory condition.

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY:</b>			
<b>Hire Fee:</b>		<b>Receipt:</b>	
<b>Bond:</b>		<b>Receipt:</b>	
<b>Debtor:</b>		<b>Batch:</b>	
<b>Alcohol Consumption Approved by Chief Executive Officer</b>		<b>Signed:</b>	

# Shire of Wickepin

## Wickepin Community Centre Venue Hire Information

### BOOKINGS

Bookings are to be made via the Shire Administration Office for all events. A Venue Hire Application Form can also be found at [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au). In the event of a cancellation, please contact the Shire Administration Office as soon as possible.

### BONDS

Bonds for the hire of the Wickepin Community Centre will be charged as follows; Community Groups - \$0.00; Corporate or Business Booking - \$240.00; Private Function - \$600.00 and must be paid prior to the function. A key bond of \$50 is required at the time of collecting keys from the Shire Administration Office. Key bonds will be forfeited if the hirer fails to secure the building correctly upon leaving.

### CLEANING

The Wickepin Community Centre and immediate surrounds should be left in a clean and tidy condition after use, including removal of all decorations. Please ensure floors are swept and rubbish is placed in the large outside bins. If appliances are used (ie fridges, oven) they must be left in a clean condition. Cleaning equipment can be found in the cleaner's storeroom in the gents' toilet hallway.

### EQUIPMENT

#### Crockery, Cutlery, Glasses

The Wickepin Community Centre is equipped with kitchenware and bakeware. Please ensure all items used are cleaned and replaced. Any electrical equipment used in the kitchen should be cleaned and stored correctly. Please ensure ovens are turned off and cleaned before leaving the building.

#### Tables and Chairs

Tables and chairs are supplied as part of the hire fee and are found in the furniture storeroom. Please ensure they are returned to this storage area. Chairs are to be stacked in piles no higher than 10, tables are to be folded and stored in upright position.

### PROJECTOR

Projector equipment is available in both the Function Room and Mezzanine area. Please be mindful that Shire of Wickepin will not provide you with a laptop or computer equipment to use in conjunction with the projector.

### DAMAGE

The hirer should inform the Shire if there is any damage noticed prior to your event. If any damage occurs during your event, bonds will be forfeited to the value of damage repair costs.

### DECORATIONS

Driving screws and nails etc into any part of the building fixtures is strictly prohibited. All decorations must be removed immediately after the function. No decorations are to be fixed to heating or air conditioning appliances.

### FIRST AID

Council does not provide First Aid assistance or supplies within the facility. It is the hirer's responsibility to ensure adequate supplies are available at the event.

### BAR FACILITIES

#### Alcohol

If you are consuming alcohol at your event, the Venue Hire application form has to be lodged to the Shire of Wickepin 3 weeks prior to allow time for the Chief Executive Officer to approve it. If you are selling alcohol, a liquor licence needs to be obtained from the Clerk of Courts, and presented to the Shire Administration Office prior to the event.

### NOISE

The Wickepin Community Centre is located in a residential area. Please ensure loud music is kept to a minimum at a reasonable hour. The hirer is responsible to ensure all patrons leave the venue and its surrounds immediately after the function, in a quiet and timely manner.

### PAYMENT

Payment is required prior to the event for private functions. Organisations and community groups can request that an invoice be issued.

### REFUSAL

The Shire of Wickepin reserves the right to refuse to let the facility or any portion of the facility without assigning any reason.

### SMOKING

Smoking is strictly prohibited inside all council owned facilities and outside within a 5m radius of all buildings.

### SLEEPING IN THE BUILDING

Sleeping /camping in the building is not permitted unless authorised by council.