# Shire of Wickepin Halls & Buildings Venue Hire Application Form 2025/26

Name/Organi	isation:				
Contact Person:			Phone:		
Email Addres	ss:				
Billing Addre	ess:	T	TT		L
Purpose of Function:		OF WIO			
Date Require	d Start:	Date Required Finish:			
Times From/	То:	anksia Prionot			
Days:		Mon □ Tues □ Wed □ Thur □ Fri □ Sat □ Sun □			
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☐ Night - \$1	10	☐ Per <mark>Hour - \$25</mark>	A . A	□ Suppe	r Room - \$20
WICKEPIN RA	AILWAY BUIL	<b>DING</b> (No bond required)			
☐ Day - \$27.	50	□ Night - \$27.50	1.1111	☐ Per Se	ession - \$16.50
WICKEPIN PLAYGROUP (No Bond Required)					
□ Per Booking - \$100					1/1
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	-	II Day - \$125.00	☐ Kitch	nen, Foyer & Bar Ha	If Day - \$95.00
0	Foyer Per Boo		1,71783	MA	
WICKEPIN SALEYARDS (No Bond Required) □ \$0.55 per head					
Additional Re	quirements/E	Equipment:			
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	\$252 Corpo	orate ⊔ \$630 I For Community Groups can be o	Private directed in wri		I for Community Group
·			_	ung to the Omer Exe	Surve Smeet.
_	_	alcohol: Yes 🗆	No 🗆		onsume Alcohol on Shire so required to be submitted.
Will you be sellin Wickenin requires	ng alcohol you	ı will require a Liquor Licence fr	No Department		
Wickepin requires a copy of the Liquor Licence/Licenses before the event.					
		by the Shire of Wickepin for the on other than acceptable. I agre			
may be charged a	an additional f	ee for cleaning of \$60. The bon a satisfactory condition.			
I/we agree to inde		re of Wickepin against all action	ns, claims, de	mands and costs ar	ising out of in connection with
Signed:					
			-	Date:	
OFFICE USE ON			-	Date:	
OFFICE USE ON Hire Fee:			Bond:	Date:	
			Bond:	Date:	

# Shire of Wickepin Halls & Buildings 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. 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 - \$250.00; Private Function - \$630.00 and <u>must be paid prior</u> 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**

#### <u>Alcohol</u>

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, along with an Application to Consume Alcohol on Shire Property form, to allow time for the Chief Executive Officer to approve it. If you are selling alcohol, a liquor licence needs to be obtained from Department of Racing, Gaming and Liquor, and presented to the Shire Administration Office prior to the event.

# NOISE

The Shire of Wickepin facilities are located in residential areas. 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.