

Shire of Wickepin Venue Hire Application Form - WK & YEA

Name/Organisation:			
Contact Person:		Phone:	
Billing Address:			
Purpose of Function:			
Date Required Start:		Date Required Finish:	
Times From/To:			
Days:	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"/>		

Please Tick Areas Required: Note that half day is 4hrs or less and other rates can be found in fees & charges eg combat, karate, non-profit group etc. Letters are required for waiving of fees prior.

Wickepin Town Hall	Night	Per Hour			
	\$96 <input type="checkbox"/>	\$21.6 <input type="checkbox"/>	Supper Room	\$18 <input type="checkbox"/>	
Wickepin Railway Building	Day	Night	No Bond Required		
Per Day/Night	\$25 <input type="checkbox"/>	\$25 <input type="checkbox"/>	Per Session	\$15 <input type="checkbox"/>	
Wickepin Play Group	No Bond Required				
	\$50 <input type="checkbox"/>				
Yealering Town Hall	Full Day	Half Day		Full Day	Half Day
Complete Hall	\$144 <input type="checkbox"/>	\$96 <input type="checkbox"/>	Kitchen, Foyer & Bar	\$114 <input type="checkbox"/>	\$84 <input type="checkbox"/>
Basic Kitchen & Foyer	\$48 <input type="checkbox"/>				
Other Council Facility:					
Additional Requirements: (e.g. PA equipment, tables, chairs)					

Other Fee/s: (as per fees and charges)	
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Bond: (waived for community groups)	\$240 Corporate <input type="checkbox"/>	\$600 Private <input type="checkbox"/>	Waived <input type="checkbox"/>
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Will you be consuming alcohol:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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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 if the premises are left in any condition other than acceptable I agree to reimburse the Shire of Wickepin any costs incurred. 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 or in connection with the hire of this facility.

Signed:	Date:
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Office Use Only

Alcohol consumption approved: _____
Chief Executive Officer

Hire Fee:		Receipt:	
Bond:		Receipt:	
Debtor:		Batch:	

SHIRE OF WICKEPIN HALLS



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 Council office as soon as possible.

BONDS

Bonds for the hire of the Wickepin and Yealering Town Hall will be charged as follows; Community Groups-\$0.00; Corporate or Business Booking-\$200.00; Private Function-\$500.00 and must be paid prior to the function.

CLEANING

The hall 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 outside bins. If appliances are used (i.e. fridges, oven) they must be left in a clean condition.

EQUIPMENT

Crockery, Cutlery, Glasses

Please ensure all items used are cleaned and replaced. Any electrical equipment used in the kitchen should be cleaned and stored correctly.

Tables and Chairs

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

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

It should be noted that Council does not provide First Aid assistant or supplies within the facility. It is the hirers responsibility to ensure adequate supplies are available at the event.

ALCOHOL

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

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

The Shire of Wickepin prohibits smoking inside all council owned facilities. Please encourage all patrons utilise the ashtrays placed outside on verandas to reduce clean up for Council Staff.

SLEEPING IN THE BUILDING

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