



Local Government Property Local Law 2015

# Facility Hire Application

APPLICANT DETAILS			
Name of Hirer			
Name of Company/ Organisation		ABN	
Address of Hirer			
Phone		Email	
FUNCTION DETAILS			
Venue Required	<input type="radio"/> Lake Grace Hall <input type="radio"/> Newdegate Hall <input type="radio"/> Lake King Hall <input type="radio"/> Varley Hall	<input type="radio"/> Lake Grace Pavilion <input type="radio"/> Newdegate Pavilion	<input type="radio"/> Lakes Village Hall
Area for hire	<input type="radio"/> Main Hall <input type="radio"/> Lesser Hall <input type="radio"/> Kitchen <input type="radio"/> Full Venue		
Nature of function	<input type="radio"/> Regular Booking <input type="radio"/> One off Event	Regular Booking Day/s required	<input type="radio"/> Weekly <input type="radio"/> Fortnightly <input type="radio"/> Monthly    Day/s_____
Description of function			
Date/s required	Time Required		
Setting up / rehearsals?	<input type="radio"/> Yes <input type="radio"/> No	From:	To:
Additional Requirements	Tables (No.)	Chairs (No.)	
How many people attending?		Will alcohol be consumed or served?	<input type="radio"/> Yes <input type="radio"/> No

**Privacy Collection Notice**

The Shire of Lake Grace collects personal information for the purpose of carrying out its functions, delivering services and meeting legislative obligations. Information provided may be used and disclosed to government agencies, contractors, service providers or other authorised organisations where required or permitted by law. The Shire manages personal information in accordance with applicable legislation and information governance requirements.

Further information is available in the Shire's Privacy Collection Notice available on the Shire website or by contacting the Shire Administration Office.



## CONDITIONS OF HIRE

1. I / We will be responsible for the safe return (the day after hire) of the keys issued for the hire. In the event of the keys being misplaced, lost or stolen I / We will reimburse the Shire for the necessary replacement costs thereof.
2. If I / we are not happy with the cleanliness of the building and facilities, then I / We will report to the Shire prior to the function being held. I/We understand that no compensation may be claimed if reported after the event.
3. The building is to be cleaned immediately following the closure of the function, at completion of hire time. (Unless otherwise waived by the Chief Executive Officer of the Shire).
4. For intention of consuming / sale of liquor on the Shire premises, a permit must be obtained under the Liquor Control Act 1988.
5. On departing the premises all power is to be turned off and windows and doors are to be securely locked. It is the hirer's responsibility for the security of the premises during the hiring period.
6. Any hirer damaging or allowing damage to occur to the building, fixtures or fittings will be liable for the replacement / repair costs.
7. No sticky tape is to be used on the walls, doors or windows in the premises.
8. Cleaning standards are as per cleaning checklist.
9. A bond is payable on booking of the facility and is refundable. The Shire will deduct from your bond the cost of any damage or extra cleaning required after the event. If this cost exceeds the bond an invoice will be sent to the nominated individual or organisation.
10. In the event of a second forfeiture of bond monies the Shire reserves the right to deny future hire.

If Alcohol will be consumed please fill out form *Permission to Consume Liquor on Shire Property*.  
Alcohol consumption on Shire premises is subject to CEO approval.

In addition if alcohol is to be **sold** please contact the Department of Racing, Gaming and Liquor  
<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>

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# Shire of Lake Grace

Ph: 08 9890 2500

Fax: 08 9890 2599

PO Box 50, Lake Grace WA 6353

[shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

Facility Hire

File 0080

Record No. \_\_\_\_\_

BOND REFUND DETAILS			
Bond to be reimbursed to	<input type="radio"/> Organisation <input type="radio"/> Individual		
Account Name			
BSB Number		Account Number	
Bond Refund Amount		Receipt Number	
Declaration	<i>I, the Applicant, make a request to be refunded the amount sought to the bank account specified above.</i>		
Signature		Date	

Please read and sign the Conditions of Hire and return this form to the Shire of Lake Grace

Please note booking is only confirmed upon payment of fees

I agree to comply with all provisions of the Shire of Lake Grace Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damages to any property which may occur in connection with the hire of local government property.

I have read and agree to the Conditions of Hire attached to this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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Facility Hire

File 0080

Record No. \_\_\_\_\_

OFFICE USE ONLY			
Application Approved	<input type="radio"/> Yes <input type="radio"/> No	Liquor Consumption (if applicable) approved	<input type="radio"/> Yes <input type="radio"/> No
Hire Charge	\$	Bond	\$
Receipt Number		Confirmation Letter Sent - Date	
Hold bond until ____ / ____ / ____	<input type="radio"/> Property Damage    \$	Key Bond Amount	\$
Bond Withheld	<input type="radio"/> Extra Cleaning    \$		
	<input type="radio"/> Keys not returned    \$		
Key Hired		Number of Keys Returned	
Refund Full Amount	<input type="radio"/> Yes <input type="radio"/> No	Amount Withheld	\$
Authorising Officer Signature:		Manager Signature: (if amount withheld)	

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## Permission to Consume Liquor on Shire Property

In accordance with the Shire of Lake Grace Policy 7.2 Liquor on Council Property, no liquor of any type shall be permitted to be stored or consumed on Council controlled public property without permission and granting of a permit by the Chief Executive Officer or Deputy Chief Executive Officer.

APPLICANT DETAILS			
Name of Applicant			
For and on behalf of			
Address of Applicant			
Phone (home)		Phone (mobile)	
FUNCTION DETAILS			
Property being hired			
On (date)			
During the hours	From:	To:	
Purpose of hire			
If approved I / We agree to the following conditions apply: <ol style="list-style-type: none"><li>1. Applicant must comply with the Shire of Lake Grace Local Government Property Local Law, Liquor Licensing Act 1988, conditions set down by the Department of Racing, Gaming and Liquor and other written laws pertaining to the consumption of alcohol.</li><li>2. Liquor will not be consumed, supplied or made available to any person under the age of 18 yrs.</li><li>3. <b>This is not an application for a Liquor License.</b> Please contact the Department of Racing, Gaming and Liquor to see if a separate permit is required.</li><li>4. Alcohol consumption is restricted to the premises hired only and is not to be consumed outside these premises. Consumption on public open space or reserve areas is considered illegal.</li><li>5. Consumption of Liquor permits are only valid until midnight (12am) at which time the function must cease.</li></ol>			
Signature			Date

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## Permission to Consume Liquor on Shire Property

File 0400

OFFICE USE ONLY			
Application Received		Record Number	
Permit Approved	<input type="radio"/> Yes <input type="radio"/> No (Receipt Number)	Date Issued	
Authorising Officer	<input type="radio"/> CEO Alan George <input type="radio"/> DCEO Aaron Wooldridge	Signature	

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## PAVILION HIRE CLEANING CHECKLIST

<b>KITCHEN &amp; BAR AREA</b>
<input type="checkbox"/> Clean all kitchen & bar areas used – wipe over all surfaces
<input type="checkbox"/> Remove all food & drinks from fridge/s and kitchen area
<input type="checkbox"/> Clean microwaves, stove, oven, pie warmer/s, fridges, inside and out – if used
<input type="checkbox"/> Wash and put away all kitchen/bar utensils, cutlery and dishes used
<input type="checkbox"/> Ensure sink area is clean and plug holes are free from debris
<input type="checkbox"/> Sweep and mop bar and kitchen areas
<input type="checkbox"/> Empty all rubbish bins and return to their location
<b>MAIN FUNCTION &amp; CHILDREN'S AREA</b>
<input type="checkbox"/> Remove all decorations and place all rubbish in outside bins
<input type="checkbox"/> Clean tables and chairs used, restack and put back in their designated location
<input type="checkbox"/> Return all things to their rightful place of where you found them
<input type="checkbox"/> Sweep/vacuum and mop floors
<input type="checkbox"/> Tidy children's area with toys packed away in cupboard and floor vacuumed
<b>TOILETS/BATHROOM AREA</b>
<input type="checkbox"/> All toilets/urinals flushed
<input type="checkbox"/> Paper towels in bin & rubbish put in outside green bins

How to return this form:

- Attach completed PDF to an email and send to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)
- Post to PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception at 1 Bishop St, Lake Grace





<input type="radio"/> Vanity wiped			
<input type="radio"/> Floors swept and mopped			
<input type="radio"/> No soap or items left in showers or changerooms			
<b>PLEASE ENSURE THAT:</b>			
<input type="radio"/> All doors and windows are locked		<input type="radio"/> All lights, heaters or air conditioners are turned off	
<b>If not left in a clean condition, you will be contacted to return to clean or have the option of paying for a cleaner.</b>			
Signature		Date	

<b>OFFICE USE ONLY</b>			
Form & Key/s Returned	(date)	Facility Inspected	(date)
Extra Cleaning Required	<input type="radio"/> Yes <input type="radio"/> No	Signed off By	

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