



Shire of Lake Grace

Ph: 08 9890 2500 Fax: 08 9890 2599
1 Bishop Street, Lake Grace, PO Box 50, Lake Grace WA 6353
shire@lakegrace.wa.gov.au

File No.0080

Record No.

Local Government Property Local Law

Application for Hire of Local Government (Shire) Property

Name of Applicant:			
Name of Organisation:			
Address of Applicant: (*used also for bond refund cheque)	Residential:		
	Postal:		
Phone:	Email:		
Property to be hired:			
Start Date:	Finish Date:		
During the hours:	From:	To:	
One off event <input type="checkbox"/>	or;	regular booking <input type="checkbox"/>	, If regular, hold bond until Date ____/____/____/____
Purpose of hire:			
Local non-profit organisation <input type="checkbox"/>	or;	Shire resident/ratepayer <input type="checkbox"/>	or; Other <input type="checkbox"/>
Will alcohol be consumed? YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will alcohol be sold? YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please Note: Consuming alcohol at the Shire premises is subject to approval. If approved, the following conditions apply: 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. 2. Liquor will not be consumed, supplied or made available to any person under the age of 18 years. 3. 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. 4. Consumption of Liquor permits are only valid until midnight (12am) at which time the function must cease. 5. This application is a request for permission to consume liquor at a Council Facility ONLY. This is not an application for a Liquor Licence. Please contact the Department of Racing, Gaming and Liquor to see if a separate permit is required.			
Bond Fee:	\$	Bond paid date:	
Make bond refundable to: INDIVIDUAL <input type="checkbox"/> or; ORGANISATION <input type="checkbox"/> as per the form above			
Bond payable for Hall hire is \$165 (\$330 when liquor is to be served). Bond fee for Pavilions is \$500, ⇒ Payment can be made in person, via post (cheque) Shire of Lake Grace, PO BOX 50 LAKE GRACE WA 6353 ⇒ Online banking Bond Acc BSB 306-019, ACCOUNT 0125 332, SHIRE OF LAKE GRACE Ref: (company) name & facility hired ⇒ Fees Account BSB 306-019, ACCOUNT 0125 324, SHIRE OF LAKE GRACE Ref: (company) & facility hired			
The bond will be held in a separate Trust Account and can only be released in the form of not negotiable Trust Cheque made out to the nominated individual or organisation. The Shire will deduct the cost of any damage or extra cleaning required after the event from your bond. If this cost exceeds the bond paid, an invoice will be sent to the nominated individual or organisation to cover the damages and/or cleaning. Upon a successful inspection after your function this bond will be refunded via a cheque by the 21st day of the following month.			

Conditions for Use of Local Government Property

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. A bond is payable on booking of the facility and is refundable, however, if the above conditions of hire are not carried out to the Shire's satisfaction all or a portion thereof will be forfeited. An additional fee may also be levied by the Shire for unsatisfactory cleaning.
8. In the event of a second forfeiture of bond monies the Shire reserves the right to deny future hire.
9. No sticky tape is to be used on the walls, doors or windows in the premises.
10. Cleaning standards are
 Entrances: Cleared of all rubbish, swept.
 Ablutions: All bins to be emptied, floors to be swept. All toilets and urinals flushed.
 Stage Area: Cleared, cleaned and swept.
 Hall Area: Trestles and Chairs returned to the trestle store room. Floors cleared and swept to the approved standard.
 Kitchen Area: Benches, sink, stoves and walls around work areas cleared and cleaned. Rubbish to be put out into bins, floors cleared and swept to an acceptable standard.
 All counters and walls around working area to be cleared and cleaned. All kegs etc to be removed and floors swept to an acceptable standard.

- 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 Hire of Local Government (Shire) Property Conditions attached to this application.

Signature: _____

Date: _____

Please return this form & make all payments to the Shire of Lake Grace at least 48 hours prior to hiring.

NB: Booking not confirmed until application form and all fees and charges received.

OFFICE USE ONLY

APPLICATION APPROVED YES NO

LIQUOR CONSUMPTION APPROVED (if applicable) YES NO Confirmation Letter sent # _____

Hire Charge (if applicable): \$ _____

Bond: \$ _____

Fees paid receipt no: _____

Authorising Officer Signature: _____

BOND REFUND

Refund full amount

Bond Trust No: _____

Amount held due to

Property damage

\$ _____

Extra cleaning required

\$ _____

Keys not returned

\$ _____

Total amount withheld
(Subject to Manager approval)

\$ _____

Authorising Officer: _____

Signature: _____

Manager:
(If amount withheld)

Signature: _____