



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"/> Lake Grace Pavilion <input type="radio"/> Lakes Village Hall <input type="radio"/> Newdegate Hall <input type="radio"/> Newdegate Pavilion <input type="radio"/> Lake King Hall <input type="radio"/> Varley 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

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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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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