

# APPLICATION FOR VENUE HIRE

Facility being hired: ☐ **Frost Park** (see over page for further information)  
☐ **Kendenup Hall**  
☐ **Narrikup Hall**

Applicant's Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Daytime) (After Hours)

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Hire Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Commencement of Hire \_\_\_\_\_ End of Hire \_\_\_\_\_  
(Time) (Time)

Approx number of people attending: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

## Account Details For Return Of Bond

Name of recipient (individual or group): \_\_\_\_\_

Name of Account: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Will alcohol be consumed during the hire? Yes ☐ No ☐

Will alcohol be sold during the hire? Yes ☐ No ☐

If alcohol is to be sold, you will be required to obtain an Occasional Liquor Licence from the Department of Local Government, Sport and Cultural Industries (Phone: (08) 6551 4888 or visit: [www.dlgsc.wa.gov.au/racing-gaming-and-liquor](http://www.dlgsc.wa.gov.au/racing-gaming-and-liquor)). From 1 July 2025, please refer to Department of Creative Industries, Tourism and Sport.

## Frost Park Venue Hire Notes

### 1. Locations of hire

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Campdraft Arena | <input type="checkbox"/> Oval                   | <input type="checkbox"/> Toilets and Showers |
| <input type="checkbox"/> Cattle Yards    | <input type="checkbox"/> Overnight Camping Area | <input type="checkbox"/> Other Locations     |
| <input type="checkbox"/> Frost Pavilion  | <input type="checkbox"/> Rectangular Arena      |  |
| <input type="checkbox"/> Horse Yards     | <input type="checkbox"/> Sheep Pavilion         |  |
- 

Details

---

---

### 2. Rubbish Bins

There are 10 rubbish bins at Frost Pavilion and one (1) rubbish bin at the Sheep Pavilion.

Please tick the relevant box below:

- ☐ No additional bins are required
- ☐ We require additional bins. Please specify the additional number of bins \_\_\_\_\_  
(Shire Fees and charges apply)

All bins must be returned to the bin hide after the event for collection by the waste contractor.

### 3. Oval Marking

Do you plan to mark the oval, use star pickets or otherwise disturb the oval surface. Yes ☐ No ☐

If Yes, please provide details:

---

---

### 4. Additional Mowing/Slashing

Frost Park Oval is mowed fortnightly. If you require additional mowing/slashing, please provide details:

---

---

(Shire fees and charges apply)

## VENUE HIRE TERMS AND CONDITIONS

### 1. Hiring Council Facilities

The hirer is required to be 18 years of age or older and the Council may request proof of age prior to accepting the booking. The Council reserves the right to refuse any booking. Commencement and conclusion times stated on the Application for Venue Hire form must include the times required for setting up prior and cleaning up after the event.

### 2. Bond

Payment of the hire fee and a bond to cover cleaning, damage and additional usage is required prior to use of the facility. No booking is confirmed until payment of the hire fee and bond are paid in full. Arrangements will be made for the refund of the bond on return of all keys and security cards and receipt of advice from the Inspection Officer that the facility has been left in a clean and tidy condition. Additional cleaning costs and damage in excess of the bond amount may be invoiced to the user. Note that bond moneys may take up to ten days to be returned.

### 3. Compliance With Legislation

Hirers must comply with legislation relating to the use of the Council amenities. The hirer of any facility shall comply with the provisions of the Health Act, Liquor Control Act, Police Act, and Environmental Protection Act (relating to excessive noise), or any other relevant legislation and the Council's Local Laws.

### 4. Public Liability Insurance

Incorporated bodies, sporting clubs or associations of any kind and other persons conducting profit making or commercial ventures are strongly advised to take out public liability insurance of at least \$10,000,000. Such organisations and activities are expressly excluded from cover under the Shire of Plantagenet's Casual Hirers Liability insurance.

### 5. No Smoking Policy

All community centres and halls under the direct care, control and management of the Shire of Plantagenet are deemed NO SMOKING AREAS. Non-compliance with this policy may result in a loss of bond and/or the person or organisation being refused any future use of any Council facility.

### 6. Refund of Fees for One-Off Functions

A refund of fees is subject to written notice of cancellation being received:

- Twenty-one days or more prior to the booking, a full refund of hire fees will be made;
- Between 14 and 20 days prior to the booking, a half refund of hire fees will be made; and
- Less than 14 days prior to the booking, no refund will be made.

## 7. Equipment

Some tables and chairs are provided as part of the booking fee, but should any additional tables and chairs be required, they are to be sourced at the hirer's expense. For further clarification of the total number of tables and chairs available in the venue, please contact the Council's Booking Officer. Extreme care must be taken in transporting and positioning tables and chairs, in order that such equipment does not damage the floor or walls. A charge will be applied for any maintenance or additional cleaning required.

The Council only supplies limited cutlery, crockery and cookware. Please check with the council staff for an up to date inventory list. Hirers are not permitted to use equipment belonging to another hirer/group, which may be located in facilities, without prior consent. Regular hirers may use storage space provided at the Council's facilities subject to approval from the Shire of Plantagenet. Hirers are to provide their own first aid kit.

## 8. Guests

Hirers are responsible for the actions of guests/members whilst using the facility. Hirers shall not invite more guests than specified under the Health Act for the facility. Maximum capacities for all halls are displayed in the halls and can be confirmed by contacting the Council's Bookings Officer. Equipment and goods left within the hall are left at the hirer's/owner's risk. The Council accepts no responsibility for any items left on the premises after the completion of functions.

## 9. Hired Area

The hired facility may contain asbestos material. Under no circumstances is the hirer permitted to penetrate, drill, drive tacks, nails, screws or affix adhesive materials, etc into or on any of the woodwork or walls or any part of the building, equipment or fixtures, without prior permission of the Shire of Plantagenet.

The hirer must ensure that:

- No lights or lighting fixture is interfered with in any way.
- Confetti or similar materials are not used inside or outside the facility.
- All decorations, including flowers and all equipment used in excess of equipment provided by the Council are removed immediately the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings contained in the building.
- No Council property, chattels, equipment, fixtures or fittings are removed from the facilities.
- No inconvenience is caused to the owners or occupiers of property in the vicinity of the facilities.

People attending functions are to remain within the area hired. Consideration of others is appreciated. Please DO NOT ENTER the hall before your designated time as other user groups may be using the facility.

## 10. Floors

No talcum powder, sawdust, resin or other surface altering substance is to be used. Plants containing water are not to be placed on floors. If floors are damaged in any way, a charge against the bond can be made for restoration.

### 11. Cleaning

The hirer shall return all equipment to its designated area. All decorations, rubbish etc must be removed and all areas used are to be left in a clean and tidy condition by the time the period of hire terminates. Hirers will be charged for any additional cleaning time required. Articles and goods left during the hire of the hall are left at the hirer's/owner's risk.

The Shire of Plantagenet accepts no responsibility for any items left on the premises after the completion of functions. Kitchen or food preparation areas are to be left in a clean condition with all rubbish placed in the bags or other receptacles provided (except wet rubbish, which is to be removed). A Cleaning Schedule is attached for your information.

### 12. Curfew

The curfew for Council facilities is 1.00am. Music and refreshments must end at the hire time designated by the hirer and are not permitted to go later than this curfew. Please ensure that you have vacated the building at the agreed time. Failure to do so may result in additional charges.

### 13. Liquor

Where a charge for entry or payment for alcohol is involved, an Occasional Liquor Licence must be obtained from the Office of Racing, Gaming and Liquor by contacting that Office on 1800 634 541 or visiting [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au). A copy of the Certificate of Approval must be supplied to the Council prior to the function.

### 14. Catering

Kegs of beer/eskies containing drinks are prohibited at all times on any wooden floor area and are only allowed in kitchen areas. Please comply with this request otherwise a fee may be levied for additional works required on floor area.

### 15. Security, Callouts and Keys

All doors and windows must be secured when the premises are vacated. If the Caretaker or Security is called out after hours to secure a building, the hirer at fault will be billed costs accordingly.

## VENUE HIRE DECLARATION

I am over the age of 18 years and hereby agree that the above booking details are tentative until confirmed by the Shire of Plantagenet. I agree to indemnify the Shire of Plantagenet against all actions, claims, demands and costs arising out of or in connection with the hire of this facility. I agree to pay any additional charges required as laid out in the Terms and Conditions.

I have read and understood the terms and conditions for this Venue Hire. ☐

I have read and understood the evacuation and cleaning requirements provided to me. ☐

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

Venue Hired: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Nomination of person to collect the keys: \_\_\_\_\_

**OFFICE USE ONLY**
**Synergy Ref:**

	Approved	Sign off	Comments/Conditions
Booking Availability	Y <input type="checkbox"/> N <input type="checkbox"/>		
Administration Officer Infrastructure & Assets	Y <input type="checkbox"/> N <input type="checkbox"/>		

**Booking Advice**

Booking confirmed Y ☐ N ☐ Subject to above conditions being adhered to and the payment of a bond of \$ \_\_\_\_\_.

	Amount	Receipt No.
Bond Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
Hire Fees Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	
Added to Outlook Calendar <input type="checkbox"/> Yes <input type="checkbox"/> No		
Dual Users <input type="checkbox"/> Yes <input type="checkbox"/> No		
Booking confirmed* <input type="checkbox"/> Yes <input type="checkbox"/> No		*Subject to above conditions being adhered to and the payment of a bond and fees
Debtor Invoice Raised <input type="checkbox"/> Yes <input type="checkbox"/> No		
Booking Officer Name:		
Booking Officer Title:		
Date:		

Signature:

Item	Yes	No	Date	Initial
Property Inspected - Cleaner:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Property Inspected - Parks & Gardens Supervisor				
Invoice Requested:	<input type="checkbox"/> es	<input type="checkbox"/> No		
EFT Requisition:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Bond To Be Held:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Bond Returned:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

PAGE LEFT INTENTIONALLY BLANK  
TO ENABLE HIRER TO TEAR OFF THE  
CLEANING AND EMERGENCY  
EVACUATION PROCEDURES



## CLEANING SCHEDULE

### 1. Please ensure the following cleaning conditions are completed at the end of your function

- Floor to be swept/vacuumed/spot washed of dirty marks.
- All tables must be wiped down and tables and chairs put away in allocated areas.
- All rubbish to be removed and placed in bins provided.
- All lights and electrical appliances to be turned off after use.
- Please do not put water on polished wooden floors. Any spillages on wooden floors must be mopped up with paper towels only.

### 2. Kitchen/Bar Area

- All rubbish to be removed and placed in outside bins provided.
- Benches to be wiped down.
- Should fridge/s be used, all foodstuffs etc are to be removed and fridge/s wiped out at the end of each use. No foodstuffs are to be left in the kitchens provided.
- Stove and/or microwave to be left clean.

### 3. Toilets

- All rubbish to be removed and placed in outside bins provided.
- All surfaces to be left clean and tidy.
- Accidents mopped up and wet dirty marks to be removed.

## EVACUATION PROCEDURES

### 1. Anyone discovering a fire should

- a) Immediately call 'Fire, Fire, Fire'.
- b) If possible, determine the cause and severity of the fire.
- c) Commence evacuation if required.
- d) Extinguish the fire if safe to do so.
- e) Ring the Fire Brigade on 000.

### 2. Evacuation

- a) Assist anybody in immediate danger, only if safe to do so.
- b) When evacuating, move through exit doorways in an orderly fashion. Heat, fire and smoke will present the greatest hazard. Visibility may be restricted. Passageways may be inaccessible or too dangerous to use. Escape routes and exits, as well as normal footpaths for leaving a building, should be assessed for the safest exit route.
- c) Move to the assembly area and remain there until advised by the co-ordinator.
- d) Check to see that all people within the building are in the assembly area.
- e) Do not re-enter the building at any time, unless under instruction by an authorised person.

### 3. Contact

- a) When all building users have been safely evacuated and the Fire Brigade has been notified, contact the Shire of Plantagenet on 9892 1111 during business hours or see below;

## Emergency Contacts

000	Current or potential life-threatening emergencies or witnessing a serious traffic accident
0428 512 356	Dog attacks and livestock on roads – Shire after hours emergency number
1300 657 209	Fire management - Department of Fire & Emergency Services (DFES) Information Line
9219 8000	Prescribed Burns - Department of Biodiversity, Conservation and Attractions
9474 9055	Wildcare - Helpline for sick, injured or orphaned animal and snake removal
1800 449 453	Wildlife Watch - Reporting illegal wildlife activity
9483 6462	Marine helpline - Department of Parks and Wildlife
131 444	For matters requiring police attendance or to report a crime
1800 333 000	Crimestoppers - a telephone hotline for members of the community to provide information about criminal activities