

APPLICATION FOR CRC VENUE HIRE

Please complete, sign and return this form by email to crc@sop.wa.gov.au, in person to CRC Reception at 1 Lowood Road, Mount Barker, or post to Mount Barker CRC, PO Box 48, Mount Barker WA 6324. Please refer to the attached Schedule of Fees and Charges. Should you have any questions in relation to your hire, please contact the CRC by phone 9851 2674, or email crc@sop.wa.gov.au.

Facility being hired:

		Venue Capacity (max pax exc tables)	Room set up (board room, u-shaped, theatre style, workshop)	Number of tables / chairs
Commercial Kitchen	<input type="checkbox"/>	5		
Board Room	<input type="checkbox"/>	15		
Meeting Room	<input type="checkbox"/>	55		
Office 3	<input type="checkbox"/>	3		
Office 9	<input type="checkbox"/>	3		

Organisation: _____

ABN: _____

Contact: _____

Postal Address: _____

Telephone: _____

Email: _____

Hire Date(s): From: _____ To: _____

Commencement of Hire* _____ End of Hire _____
 (Time) (Time)

*Please allow for set up and pack down.

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).

Approx number of people attending: _____

Purpose of hire: _____

Additional services required? _____

Equipment being hired:	Laptop	Quantity
	Projector	Quantity
	TV	Quantity
	Webcam	Quantity
	Cutlery / Crockery pp	Quantity
	BEN Q	Quantity

*Hire Fee Total: _____ \$
 (including equipment) *Refer to Schedule of Fees and Charges

VENUE HIRE TERMS AND CONDITIONS

1. Hiring Council Facilities

The hirer is required to be 18 years of age or older. 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. Payment

To view fees please refer to the attached Schedule of Fees and Charges. If an invoice is required, a 30-day invoice will be issued. Regardless as to when the invoice is issued, full payment of hire is required prior to the hire date. All pricing is GST inclusive. By signing this form Hirer's acknowledge they are responsible for any additional cleaning, damage and additional usage beyond the agreed hire.

3. Booking Confirmation

No booking is confirmed until payment of the hire fee is paid in full. No verbal bookings are accepted. The hirer is required to complete, sign and return the Application for CRC Venue Hire Form by email to crc@sop.wa.gov.au, in person to CRC Reception at 1 Lowood Road, Mount Barker, or post to Mount Barker CRC, PO Box 48, Mount Barker WA 6324.

4. 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.

5. 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.

6. No Smoking Policy

All facilities 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 additional cleaning fees and the person or organisation being refused any future use of any Council facility.

7. Cancellation Policy / Refund of Fees for One-Off Functions

A refund of fees is subject to written notice of cancellation being received by crc@sop.wa.gov.au:

- 21 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.

8. Equipment

Should you require additional equipment (including tables and chairs) please ask our CRC team for stock availability. The quantity of equipment (including tables and chairs) required by the hirer should be noted on the booking form. If the hirer requires any additional furniture to stock availability, the CRC can source additional equipment at the

hirer's expense. 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. Hire including cutlery and crockery will only be supplied for the booked numbers. Should you require additional equipment, please check with the booking officer. First aid kits are available during CRC business hours.

9. Guests

Hirers are responsible for the actions of guests/members whilst using the facility. Maximum capacities for this facility are noted on page 1. The CRC accepts no responsibility for any items left on the premises during or after the completion of hire.

10. Hired Area

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 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 your event(s) are to remain within the area hired. Consideration of others is appreciated. Hirers are not permitted to enter the venue before your designated time as other user groups may be using the facility.

11. 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, an additional charge can be made to the hirer for restoration.

12. 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 required. Articles and goods left during the hire of the venue 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 bins provided (except wet rubbish, which is to be removed). A Cleaning Schedule is attached for your information.

13. Security, Callouts and Keys

Please liaise for a mutually agreeable key pick up and return time within the CRC's opening hours. All doors and windows must be secured when the premises are vacated. If after hours is called out 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 CRC 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

Comments / Conditions:

Booking Availability: ☐ Yes ☐ No

Debtor Invoice Requested: ☐ Yes ☐ No

Synergy Ref:

Booking Advice

Amount

Receipt No.

Hire Fees Paid: ☐ Yes ☐ No \$

Added to Shared Outlook Calendar ☐ Yes ☐ No

Cleaner notified: ☐ Yes ☐ No

Booking confirmed*: ☐ Yes ☐ No **Subject to above conditions being adhered to and the payment of fees*

Booking Officer Name:

Booking Officer Title:

Date:

Officer Signature:

Item

Date

Initial

Property Inspected - Cleaner: ☐ Yes ☐ No

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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.

2. Kitchen

- 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.

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