

TOWN HALL BOOKING APPLICATION

COMMERCIAL



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

APPLICANT DETAILS

Name of Hirer			
Name of person / company acting for			
Mailing Address			
Telephone No		Mobile No	
Email Address			

FUNCTION DETAILS

Type of function	<i>(eg Wedding, product launch)</i>		
Date required	From / / To / /		
Time required	From : am/pm To : am/pm		
Town Hall facilities	<input type="checkbox"/> Entire Complex <input type="checkbox"/> Town Hall Only <input type="checkbox"/> Kitchen Only <input type="checkbox"/> Supper Room <input type="checkbox"/> Reception Centre <input type="checkbox"/> Mayor's Parlour		

ADDITIONAL REQUIREMENTS

Tables	(20 x foldaway)	Chairs	(199)
Stage Lighting Required?	Yes / No – If Yes, you will need to contact Shire to arrange training.		
Setting up / rehearsals	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Date / /	Time From : am/pm To : am/pm
Do you require Shire assistance with setting up / cleaning? (One month's advance notice is required – charges will apply)	Yes / No		
Would you like your Community Event advertised on the Shire's website? (If yes, please complete an Event Calendar Form – a copy can be found on our website.)			Yes / No

CHECKLIST (to assist in processing your application, please complete the following checklist)

Will alcohol be consumed or served?	Yes / No	(If yes, please complete "Permission to Serve Alcohol" form)
Will you be selling food?	Yes / No	(If yes, please complete a "Temporary Food Stall Application" form)

BOOKING CONFIRMATION

Total payment required	(Transfer total from page 2)	Date paid	
------------------------	------------------------------	-----------	--

Full payment including Bond is required to confirm booking. Bookings will only be held for seven (7) working days without payment or purchase bond. Cancellations within 14 working days of event will result in forfeiture of the bond.

Permission to Serve Alcohol granted	Yes / No		
Temporary Food Stall Licence granted	Yes / No	Client Notified	Date / /

SCHEDULE OF FEES AND CHARGES FOR 2018/19

Is your event a 'Not-for-Profit' function? Please contact the Shire for separate fees & charges list.

TOWN HALL COMPLEX – Excludes Mayors Parlour and NEXIS Includes light & sound equipment if approved by CEO / EMCCS	COST \$	TOTAL AMOUNT
Full Day	602.00	
Per hour	87.00	
TOWN HALL ONLY		
Full Day	357.00	
Per Hour	77.00	
Setting up (full day or part thereof)	117.00	
Rehearsals hourly rate	26.00	
Light & Sound equipment use (not for relocation) (Hired to person deemed by CEO / EMCCS to have the skills to use)	51.00	
BABY GRAND PIANO (Not to be moved)		
Full Day	102.00	
Per Hour	15.00	
KITCHEN ONLY		
Full Day	199.00	
Per Hour	41.00	
Damaged cutlery & crockery to be replaced at a charge of direct replacement cost plus 20% Administration charge	Cost plus 20%	
SUPPER ROOM ONLY		
Full Day	158.00	
Per Hour	31.00	
MAYORS PARLOUR ONLY		
Full Day	158.00	
Per Hour	31.00	
RECEPTION CENTRE ONLY		
Full Day	408.00	
Per Hour	62.00	
UPRIGHT PIANO		
Upright piano hire – per day	20.00	
Upright piano hire external – per day (The Hirer is to fund all relocation costs and re-tune the piano on return to the Town Hall)	Cost plus 20%	
Setting up per hour (per staff member involved - minimum 1 hour)	90.00	
Bond without alcohol	337.00	
Bond with alcohol	1122.00	

TOTAL

CONDITIONS OF USE / HIRE OF SHIRE FACILITIES

HIRER	The Hirer must be 18 years and over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.
ACCESS	The Hirer and Public are restricted to the specific area of hire. Early access to the facilities for the purpose of decorating or other reasons will only be permitted if the decorations or access will not interfere with preceding bookings. ALL BUILDINGS used are to be LOCKED on exit and key returned to the Admin Office.
HIRE CHARGE	Payment of the prescribed hire charge must be paid in full prior to the use of the facility. Keys will not be released unless payment is made. The Hirer shall be responsible for the first \$1,000 damage (insurance excess) or excessive cleaning. Facilities are to be left clean and tidy and all items returned to their original place.
BOND	Refund of bond will only be made after satisfactory inspection.
KEYS	Must be RETURNED to the Administration Office by 9.30am on the next business day following the hiring. Failure to do so will result in the forfeiture of all bonds.
LIQUOR	CONSUMPTION OR SALE OF LIQUOR IS NOT PERMITTED WITHOUT A LICENCE. Please contact the Administration Office for the appropriate form. Special Events: Where substantial quantities of liquor are expected to be consumed, the Hirer must employ or otherwise have a person constantly collect and remove all empty bottles, cans and refuse during the course of the event.
SMOKING	SMOKING IS NOT PERMITTED within any Shire facilities. Failure to comply will result in the forfeiture of any bond paid.
CATERING	Hire of any portion of Shire facilities shall not comply with the provisions of the Health Act and Food Hygiene Regulations. No food is to be left in kitchen after the event.
FURNITURE / EQUIPMENT	No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Shire facilities without prior permission from the Shire. The piano (if applicable to facility hire), shall not be used or moved without prior consent from the Shire. Hirers are responsible for their own setting up and down of tables, chairs and trestles.(Staff from the Shire can be hired to assist – please provide one month’s notice). Please ensure that furniture is not dragged across floors. Chairs and tables will be counted at the completion of the event. Chairs are to be stacked no higher than 8 chairs. Any missing items will be charged at replacement cost plus 20% Administration charges. All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when departing the facility, please ensure that all doors and windows are locked. Fridges are to be turned off and left OPEN .
CROCKERY / CUTLERY	All crockery and cutlery used is to be washed and put away. Please report any breakages to the Administration Office. Breakages will be charged at replacement cost plus 20% Administration charge.
DECORATIONS	No person shall erect any internal decorations, place nails or screws in woodwork or walls in any facility. Internal decorations may be temporarily affixed using an ‘approved’ method but must be completely removed following hiring. Please discuss this with the Shire representative prior to your event.
CLEANING	The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacle provided. Floors must be swept and/or vacuumed. Kitchen floors must be mopped. Use only warm soapy water for cleaning. Benches, tables and chairs are to be wiped down with warm soapy water.
LIGHTS	Ensure all internal lights are turned off on departure.
MUSIC COPYRIGHT	It is the responsibility of the Hirer to obtain the necessary copyright from ‘The Australian Performing Rights Association’ (APRA) if required. Details of the Hirer will be given to APRA if approached and a breach of the copyright laws are suspected.
INSURANCE	The Shire of Narrogin maintains a Casual Hirers Insurance Policy. The Policy cover is as follows: <i>Casual Hirers of facility owned by the Member. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.</i>
CONCLUSION OF FUNCTION	Facilities can only be hired until midnight. All music must cease by 11.45pm and guests must have vacated the facilities and car parks by 12.15pm . SPECIAL EVENTS: Permission may be sought from the Shire to extend the closure time. This must be applied for 30 (thirty) days prior to the event, and the Shire will provide notification to the local police. Approval will be at the discretion of the Shire.

DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

I have read, understood and agree to abide by the Conditions of Use/Hire of Shire Facilities.

I agree to indemnify the Shire of Narrogin against all actions, claims, demands and costs arising out of or in connection with the use / hire of this facility.

Name	
Signature	Date
Organisation	Date

OFFICE USE ONLY

Date Received		Booking recorded by	
Booking approved		Yes / No	Booking entered into booking calendar / file Yes / No
Permission to sell alcohol granted		Yes / No	Permission to sell food granted Yes / No
Other permission			
Customer notified	Date..... / /	Works request lodged CR No:	Cleaner notified Yes / No
Payment received	\$	Date / /	EFTPOS CASH CHEQUE
Key collected by		Date collected	

REFUND OF BOND

Venue inspected by officer	Date / /	Bond refund recommended	Yes / No
Comments			

CLEANING CHECKLIST

Date checked before use / /	Cleaning checklist carried out	Yes / No
Date checked after use / /	Was extra cleaning required	Yes / No
Time taken		Tasks required	
Comments			
Venue left in clean, tidy condition – recommended refund of bond		Cleaner's Signature	

MAINTENANCE OF VENUE

The following items require maintenance		
Works request lodged	Yes / No	Date / /