VENUE BOOKING APPLICATION

(FCCS059)

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

Please complete and submit this form to: **enquiries@narrogin.wa.gov.au**
Submission of this form does not guarantee your booking. Confirmation will be sent once availability is verified.

APPLICANT DETAILS

Name of Hirer:			
Company/organisation etc:			
☐ Commercial/ For profit business	☐ Not-for-profit organisation	☐ Community Group/ Club	☐ Government Agency/ Department
☐ Educational Institute (School, University, TAFE)	☐ Religious Organisation	☐ Individual/ Private	☐ Other (please specify) _____
Have you hired with us before:	☐ Yes ☐ No	ABN:	
If NO, please fill in the **New Supplier Form** and **Debtor Request Form** and attach them to this application. Please verify your bank details by including one of the following: bank deposit slip, bank statement, or bank letter.			
If YES, have your bank details changed? If so, please complete the **Update Supplier Form**			
Mailing Address:			
Suburb:		Postcode:	
Telephone No.:		Mobile No.:	
Email Address:			

FUNCTION DETAILS

Brief description of the Function:			
Would you like your event advertised on the Narrogin Districts Events Facebook Page?	☐ Yes ☐ No		
We invite you to share your event on our DRYANDRA TOURISM website, *please register at* ***www.dryandratourism.org.au/plan/news/register-your-event*** *- Plan my trip – News and events – Submit your event*			
Date(s) required: *(If you require additional dates please include as an attachment.)*		Time required (*Please allow time for setup and pull down*):	
From: ____/____/____	To: ____/____/____	From: _____: _____ am/ pm	To: _____: _____ am/ pm
From: ____/____/____	To: ____/____/____	From: _____: _____ am/ pm	To: _____: _____ am/ pm
From: ____/____/____	To: ____/____/____	From: _____: _____ am/ pm	To: _____: _____ am/ pm
From: ____/____/____	To: ____/____/____	From: _____: _____ am/ pm	To: _____: _____ am/ pm
From: ____/____/____	To: ____/____/____	From: _____: _____ am/ pm	To: _____: _____ am/ pm
From: ____/____/____	To: ____/____/____	From: _____: _____ am/ pm	To: _____: _____ am/ pm
Number of attendees:	☐ Less than 100 people	☐ From 100 to 500 people Complete **Minor Event Approval Application**	☐ More than 500 people Complete **Major Event Approval Application**

PERMITS

Will alcohol be consumed or served?	☐ Yes	☐ No
If yes, please fill in the Application for Permit to Serve Alcohol on Shire Property and attach a signed copy with this application. **If alcohol is to be sold**, please contact Department of Local Government, Industry Regulation and Safety		
Will food be sold or served? (*Private functions exempt – please read guidelines*)	☐ Yes	☐ No
If yes, please obtain a copy of the Temporary Food Stall Application from the Administration office or download it **here** and attach a signed copy with this application.		

VENUE DETAILS - **Town Hall Venues

Venue (*Please tick*) Click **here** to view photos, layouts, and information on our website	☐ Town Hall Complex – Main Hall, reception centre, Kitchen, Supper room (capacity 600)	☐ Main Hall only (capacity 360/300 seated)
☐ Reception Centre and NEXIS Gallery (capacity 160 seated)	☐ Kitchen (only available as an additional space)	☐ Supper Room (only available as an additional space)
☐ Mayor's Parlour (capacity 50) (no disabled access)	☐ Office 1 & 2 - William Manning Rooms	☐ Office 3 – Doug Fairclough Room
☐ Narrogin Library Community Space (capacity 30 seated)	☐ Narrogin Dryandra Visitors Centre – Station Masters Office	☐ Narrogin and Dryandra Visitors Centre – Artist in Residence (AiR)

DISABLED ACCESS

☐ Yes ☐ No	Is Disabled Access Required? If yes, you will need to liaise with the Shire regarding use of the Town Hall ramp access if using the Reception Centre, Supper Room. Note: There is no disabled access to the Mayor's Parlour.
Make your event more inclusive. The Shire of Narrogin has all-ability sensory packs available for hire. Click here for more information and the hire application form.	

ADDITIONAL REQUIREMENTS – Town Hall venues only

Tables (20 x foldaway)		Chairs (190)	

SCHEDULE OF FEES AND CHARGES

Click here to view the **current Schedule of Fees & Charges** on the Shire of **Narrogin's website, for relevant fees & charges** information.

Please Note: A refundable bond is required for all bookings of Shire facilities.

Full payment including Bond is required (1) week after booking of the event, to confirm the booking – failure to do so will result in the cancellation of the booking. Cancellations within five (5) working days of event will result in forfeiture of the hire fee from the bond. Bond will be returned upon the completion of a routine inspection. Additional cleaning fees will be deducted from the bond before return.

ADDITIONAL DOCUMENT ATTACHMENTS (IF APPLICABLE)

☐ Certificate of Currency (Public Liability). In accordance with *Section 9.4 Public Places and Local Government Property Local Law 2016*, please attach a copy of **Certificate of Currency of Public Liability Insurance**. Private (family) events are not required to provide evidence of Public Liability insurance.

☐ New supplier Form with verification of bank details

☐ Event Calendar Form

☐ Debtors request Form

☐ Update Supplier Form

☐ Minor Event Approval Application - *include all other relevant attachments*

☐ Major Event Approval Application - *include all other relevant attachments*

☐ Application for Permit to Serve Alcohol on Shire Property

☐ copy of approved Liquor License

☐ Temporary Food Stall Application

Note: The Shire of Narrogin has the right to refuse any bookings of the facility. The Shire has booked this facility to you for a fee - this does not mean that the Shire of Narrogin is sponsoring or associated with this event. The Shire of Narrogin is not responsible for any arrangements other than the facility booking. The Shire of Narrogin does not take responsibility for any extra arrangements required, including catering, food and drink supplies, technological equipment or event set up.

DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

PANDEMIC: Hirers need to be aware of pandemic restrictions and to comply with government requirements.

CHAIR HIRE: Additional seating is available for hire upon request at an extra cost.

I have read, understood, and agree to abide by the ATTACHED Conditions of Use for Hire of Shire Facilities. I agree to take responsibility as the Hirer of the facility, and as such will ensure that all conditions are followed and adhered to. Should these not be followed I understand it can lead to the forfeiture of the bond and/or further action taken.

Name:			
Signature:		Date:	

RECORDS OFFICE			
Date Received		Record No.	
Booking entered into SoN Venue Calendar		☐ Yes ☐ No	
Event details entered into Shire of Narrogin website Events Calendar		☐ Yes ☐ No ☐ N/A	
CCS OFFICE			
Date Hirer notified of Booking Approval		After Hours Key Drop Required	☐ Yes ☐ No ☐ N/A
Permission to Serve Alcohol attached	☐ Yes ☐ No ☐ N/A	Permission to Serve Alcohol approved by CEO	☐ Yes ☐ No ☐ N/A
Temporary Food Stall Application attached	☐ Yes ☐ No ☐ N/A	Temporary Food Stall approved	☐ Yes ☐ No ☐ N/A
Certificate of Currency of Public Liability required	☐ Yes ☐ No	Certificate of Currency of Public Liability attached	☐ Yes ☐ No
Pre-Check Completed	☐ Yes ☐ No		
Chief Executive Officer Approval (Only applicable for serving Alcohol)	☐ Yes ☐ No	Conditions:	
CEO Signature:		Date:	
Applicant notified of booking outcome	☐ Yes ☐ No	Date:	
RO Signature:		Date:	

CONDITIONS OF USE / HIRE OF SHIRE FACILITIES

HIRER	The Hirer must be 18 years or 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 Administration Office.**
HIRE CHARGE	Payment of the prescribed hire charge and Bond (if applicable) 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.
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.
BOND	Refund of bond will only be made after satisfactory inspection.
KEYS	Must be returned to the Administration Office by 11:00am on the next business day following the hiring. Failure to do so will result in the forfeiture of the bond. **Please notify the Shire if After hours drop-off is required.**
ALCOHOL	**CONSUMPTION OF ALCOHOL IS NOT PERMITTED WITHOUT APPROVAL** If alcohol is being served, you are required to obtain approval from the Shire's Chief Executive Officer. You can obtain a copy of **Application for Permit to Serve Alcohol on Shire Property** from the Administration office, website or download it **here** and attach a signed copy with this application. **SALE OF LIQUOR IS NOT PERMITTED WITHOUT A LICENCE.** If you intend to **sell** alcohol, it is your responsibility to obtain the appropriate license for your event and submit a copy of the Approved License together with this application. Please contact the Narrogin Courthouse or go online to Department of Local Government Sport and Cultural Industries for more information.
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 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. **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 BLUE TACK but must be completely removed following hiring. Please discuss this with the Shire representative prior to your event.
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 **APRA AMCOS** (Australasian Performing Right Association and Australasian Mechanical Copyright Owners Society) if required. Details of the Hirer will be given to APRA AMCOS if approached and a breach of the copyright laws are suspected.
INSURANCE	The Shire of Narrogin maintains a Public Liability Insurance Policy. The Policy cover is as follows: *Legal liability to third parties for injury and/or damage to property caused by an occurrence in connection with the Shire's business or a failure of the Shire.* It does not cover the liability of the Hirer
CONCLUSION OF FUNCTION	Facilities can only be hired until midnight. All music must cease by **11:30pm** and guests must have vacated the facilities and car parks by **11:45pm.** 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.