



Shire of Kojonup

TAX INVOICE

ABN: 61822625995

APPLICATION TO HIRE MEMORIAL/LESSER HALL

Name: _____ Address: _____

Phone (w): _____ Phone (h): _____ Fax: _____

On behalf of: _____
(Name of Organisation - if applicable)

Wish to hold a: _____ No of People: _____
(eg Social/Dance/ Wedding)

Date Required: _____ Between the hours: _____ AM PM and _____ AM PM

Will Food/beverages be sold or consumed? YES NO

Will alcohol be sold or consumed? YES NO Permission Granted? YES NO

Permission Letter sent? YES NO

Please read the conditions (attached) relating to selling and/or the consumption of alcohol in or on public facilities.

Consuming and Selling of Alcohol

- In the case where alcohol is not being sold and an admission fee is not charged:
 - The applicant must apply to Council for permission to consume liquor on Council premises.
- In the case where liquor is sold and an admission fee is paid:
 - The applicant must apply to Council for permission to consume liquor; and
 - Apply for a function permit (available at Kojonup Police Station). There is a fee payable to the Clerk of Courts, which is \$50.00 if the application is within 14 or less days of the function, or \$25.00 if more than 15 days' notice is given.

Do you require Council assistance with setting up? YES NO

Entire Facility \$ _____	Backstage Area \$ _____
Memorial Hall Only \$ _____	Memorial Hall & Kitchen \$ _____
Lesser Hall \$ _____	Lesser Hall & Kitchen \$ _____
Set Up Hall _____	Set Up Assistance _____
Kitchen Only _____	Casual Hirers Insurance _____
Bond Applicable \$ _____	TOTAL \$ _____

I hereby agree to comply with the Conditions of Hire (see attached).

NOTE:

- The amount of the hall hire shall be lodged with the Council at the time of the application for hire of the facility and this amount shall be forfeited to the council if the booking is cancelled within seven (7) days of the date of engagement.
- If cancelled more than 28 days prior to the date of engagement, 75% of the hire fee may be refunded.
- In the event that the charges for the hire of any facility shall be increased between the time of the application for hire and the day of hiring, the hirer shall pay the difference within seven (7) days prior to the first day of hiring, unless all payments have been made at least two (2) months prior to the day of hiring.

Signature of Applicant _____

Date of Application _____

OFFICE USE ONLY

Receipt Number: _____	Payment Date: _____	Bond: _____	Cheque No: _____
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Hall Inspection Satisfactory? <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature: _____	Date: _____
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CONDITIONS OF HIRE OF HALL

- APPLICATIONS** for hire of the Hall or any portion of the building or equipment shall be made to the Council on the prescribed form.
- CHARGES** for hiring of the Hall, including any furniture, or equipment, shall be at rates set by the Council from time to time.
- PAYMENT OF CHARGES** shall be made in full at least seven (7) days before the hall is used; a minimum of 25% of the charges may be required when the booking is made.
- PERMANENT BOOKINGS** shall be paid either monthly or quarterly in advance or arrears as determined by the Council.
- BONDS** to cover cleaning/damage are applicable for certain categories of hire. These deposits are required to be lodged with the Council at least seven (7) days prior to the booking i.e. (with the hire charge), and are refundable provided there is no cause for complaint.
- BOOKINGS.** The Council reserves the right to refuse to let the Hall or any portion thereof.
- DOUBLE BOOKINGS.** In the event of two or more applications being received for the hire of any hall at one and the same time and date, the Council may without considering priority of application, determine to which applicant the hiring shall be granted.
- PRIORITY** will be given to bookings made by organisations based and operating in the Shire with regard to use of the hall.
- ADVANCE BOOKINGS.** No bookings shall be accepted in advance for a period longer than 12 months.
- CANCELLATION OF BOOKINGS.** The Council may at any time cancel any agreement for hiring of the hall. Notice of cancellation will be given within seven days of the requested booking and all monies will be refunded.
- OPENING AND CLOSURE OF HALL.** It is the responsibility of the person making the booking to obtain the keys for the opening of the Hall property and to return those keys at the time agreed upon and to lock the Hall securely on completion of hire.
The closing time for the function will be agreed / set by the Shire, having regard to the duration of the event, size, potential for noise / disturbance, sale of alcohol and direction from any other regulatory or enforcement body.
- AUTHORISED REPRESENTATIVE.** Any officer of the Shire of Kojonup on duty or an Authorised Agent of the Shire of Kojonup shall be permitted free ingress to the Hall building during an engagement and shall be given every assistance for the enforcing of these Conditions.
- SUB-LETTING.** The Hall property is not to be sublet by the hirer unless prior approval in writing is obtained from the Council.
- COMPLIANCE WITH REGULATIONS.** The hirer of any portion of the Hall shall comply with the provisions of the Health Act, Entertainment Tax Act, Licensing Act, Police Act and the Criminal Code and State Electricity Commission Regulations, and any other Act in force for the time being, applicable to such hiring of the Hall. If in the opinion of the Council all necessary actions have not been taken to comply with the requirements of the above and all relevant Acts, the Council may, prior to or during the term of the engagement, forbid and prevent the use of such building.
- SUPERVISION.** The hirer will, if requested to do so by the Shire of Kojonup or its Agent, employ or provide at least two senior male adults (preferably over the age of 25) to supervise and control those persons attending public functions.
- NEIGHBOURING PROPERTIES.** It is the responsibility of the hirers to control noise emanating from the Hall buildings so that it does not affect the privacy of neighbouring residents.
ENTERTAINMENT. No offensive impersonations or representations of living persons, or anything deemed likely to produce disturbances, riot or breach of peace, shall be permitted within the Sporting Complex.
- CONSUMING OF ALCOHOLIC BEVERAGES.** No spirituous liquors, wine, ale or spirits shall be brought into or consumed upon any portion of the Hall property without the written permission of the Council. Please make yourself aware of the conditions relating to consumption of alcohol in or on public places. All kegs, bottles and private catering equipment must be removed on departure.
- HANGING OF DECORATIONS.** The driving of tacks, nails, screws or affixing of adhesive materials, etc. into or on any of the woodwork or walls or any part of the building furniture or fixtures is strictly forbidden. All decorations are to be hung on the fixtures provided and ensure that any permanent hung flags, portraits and memorials are not obscured by temporary decorations.
- MOVEMENT OF FURNITURE.** Hirers may not move Plant, furniture or fittings (e.g. Piano, etc) without first obtaining the permission of the Council.
- MISBEHAVIOUR.** No person whilst intoxicated shall be permitted to enter or remain upon any portion of the Hall property, nor shall any person be guilty of any misbehaviour, use of profane language or damage, mark or deface any wall or part of the Hall property. Any person who causes such damage or permits such damage to occur shall be liable to pay the costs of such damage.
This and any future permission is given that the premises be used in a lawful manner only and any breach of any law by invited guests could result in the venue being closed earlier than scheduled.
- ADDITIONAL EQUIPMENT.** The Hall is equipped with a certain quantity of chairs, tables, and any additional equipment required is to be provided at the hirer's expense.
- EMERGENCY EXITS.** An aisle must be provided in the vicinity of exits from the Hall in cases of emergency.
- CLEANING.** The hirer is to:
 - replace all furniture in its designated place;
 - remove all decorations and rubbish;
 - sweep out the building; and
 - leave the premises in a clean and tidy condition at the conclusion of the event unless otherwise agreed upon between the Council and the Hirer. Note an additional fee may be imposed.
- FAULTS AND/OR DAMAGE.** Any faults or damage to the building or equipment must be reported to the council Office as soon as possible.
- LIGHTS AND HEATERS.** All lights (except security lights) and gas heaters must be switched off on departure.
- PARKING.** Hirers are requested to inform and encourage their guests to park in the designated Hall car parks at the rear and side of the Hall and not on the Albany Hwy.
- INSURANCE.** Hirers are advised that there is no public liability extension under the Shire's insurance cover for your function. It is your responsibility to ensure that you either arrange adequate cover or take the risk of an accident not occurring. Additionally, it is your responsibility to ensure that all equipment left on the premises is secured at all times. The Shire will not accept any responsibility for damage or theft of the hirers or third party's equipment.
- EMERGENCY PROCEDURES.** The hirer is responsible for advising, their guests, of the facilities emergency procedures. The facility has designated exits and muster point, which are outlined on the evacuation plans located inside the facility.
- WATER CORPORATION LICENCE CONDITIONS.** The hirer must adhere to the Water Corporation Licence Conditions including not using large deep frying appliances and not discharging any oils or fats into the sewer system.

I, _____ certify that I have read the above Conditions of Hire of Hall and agree to abide by these conditions and finishing time for the event agreed on the application form.

Signature of Applicant

Date of Application

'Most Shire venues are covered by a "Background music APRA licence" depending on the use of the venue if music or tv is being broadcast, played or performed you may need to obtain a separate temporary APRA or PPCA licence. Please contact APRA and PPCA directly for further information.'