



SHIRE OF KOJONUP
TAX INVOICE
 ABN: 61822625995

APPLICATION TO HIRE MEMORIAL/LESSER HALL

Contact Details

Name: _____ Address: _____
 Phone (w): _____ Phone (h): _____ Email: _____
 Organisation: _____

Facility Information

Intended Use: _____ No of People: _____
 Day/s Requested: _____ Frequency: Single Booking Daily Weekly Monthly
 Start Date: _____ End Date: _____
 Time (Start): _____ AM PM Time (Finish): _____ AM PM

Facilities Required (tick box) Fees & Charges (GST Inclusive)

<input type="checkbox"/> Entire Facility	\$ _____	<input type="checkbox"/> Lesser Hall & Kitchen	\$ _____
<input type="checkbox"/> Memorial Hall Only	\$ _____		\$ _____
<input type="checkbox"/> Lesser Hall Only	\$ _____		
<input type="checkbox"/> Kitchen Only	\$ _____	Bond Applicable	\$ _____
<input type="checkbox"/> Backstage Area	\$ _____	(GST Exclusive)	
<input type="checkbox"/> Memorial Hall & Kitchen	\$ _____	TOTAL	\$ _____

Food & Alcohol

Will food/beverages be sold or consumed? Yes No Will alcohol be sold or consumed? Yes No
 Please read the conditions (attached) relating to selling and/or the consumption of alcohol in or on public facilities.

- Conditions Relating to the 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 from the Department of Racing, Gaming and Liquor.

Declaration:

I certify that I have read the terms and conditions of The Memorial/Lesser Hall overleaf and agree to abide by these conditions and finishing time for the event agreed on the application form.

- NOTE:**
- The amount of The Memorial/Lesser 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 48 hours of the date of engagement.

Signature of Applicant _____ Date of Application _____

CONDITIONS OF HIRE

1. **APPLICATIONS** for hire of the Hall or any portion of the building or equipment shall be made to the Council on the prescribed form.
2. **CHARGES** for hiring of the Hall, including any furniture, or equipment, shall be at rates set by the Council, as per the annual budget, and is subject to change.
3. **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, unless other arrangements have been made.
4. **PERMANENT BOOKINGS** shall be paid either monthly or quarterly in advance or arrears as determined by the Council.
5. **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.
6. **BOOKINGS.** The Council reserves the right to refuse to let the Hall or any portion thereof.
7. **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.
8. **PRIORITY** will be given to bookings made by organisations based and operating in the Shire with regard to use of the Hall.
9. **ADVANCE BOOKINGS.** No bookings shall be accepted in advance for a period longer than 12 months.
10. **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.
11. **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.
12. **AUTHORISED REPRESENTATIVE.** Any officer of the Shire of Kojonup on duty or an Authorised Agent of the Shire of Kojonup shall be permitted free access to the Hall building during an engagement and shall be given every assistance for the enforcing of these Conditions.
13. **SUB-LETTING.** The Hall property is not to be sublet by the hirer unless prior approval in writing is obtained from the Council.
14. **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.
15. **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.
16. **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 Hall.
17. **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. It is the responsibility of the hirer to ensure that all regulations pertaining to "The Responsible Service of Alcohol" are adhered to at all times.
18. **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.
19. **MOVEMENT OF FURNITURE.** Hirers may not move Plant, furniture or fittings without first obtaining the permission of the Council.
20. **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.
21. **EMERGENCY EXITS.** An aisle must be provided in the vicinity of exits from the Hall in cases of emergency.
22. **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 for cleaning and/ or bond withheld.
23. **FAULTS AND/OR DAMAGE.** Any faults or damage to the building or equipment must be reported to the council Office as soon as possible.
24. **LIGHTS AND HEATERS.** All lights (except security lights) and heaters must be switched off on departure.
25. **PARKING.** Hirers are requested to inform and encourage their guests to park in the designated Hall car parks.
26. **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 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.
27. **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.
28. **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.

OFFICE USE ONLY

Liquor Permission Granted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor Permission Letter Sent? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bond: _____	Total amount paid: _____
Inspection Satisfactory? <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt No: _____
Signature: _____	Date: _____

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