



Venue Hire Form

Part A – Applicant Details

Applicant Name:

Postal Address:

Phone:

Email:

Organisation (if applicable):

Please provide three names, addresses and contact telephone numbers for your committee/team/organisation:

Name	Position	Address	Contact

Part B – Venue Hire (Applicant to complete)

Venue Name:

Purpose of Hire:

Number of people attending (approx). *Please check and abide by maximum capacity numbers for venue:*

Is the booking for a junior organisation? (17 years and under) Yes No

Is the function for a commercial/business organisation? Yes No

Is the function not for profit? (Charitable, community or sporting group) Yes No

Dates of Hire: _____ To _____

Time of Hire: _____ To _____ Total Hours: _____

Please ensure setup and cleaning has been allowed for in booking times of venue hire

Season Bookings (If Applicable)

Season Fixture attached (if applicable)? Yes No

Training Days Mon Tues Wed Thu Fri Sat Sun

Part B – Venue Hire, continued (Applicant to complete)

Monday	Time of Hire:	To	Total Hrs:
Tuesday	Time of Hire:	To	Total Hrs:
Wednesday	Time of Hire:	To	Total Hrs:
Thursday	Time of Hire:	To	Total Hrs:
Friday	Time of Hire:	To	Total Hrs:
Saturday	Time of Hire:	To	Total Hrs:
Sunday	Time of Hire:	To	Total Hrs:
Final Dates			
1 st Semi	Time of Hire:	To	Total Hrs:
2 nd Semi	Time of Hire:	To	Total Hrs:
Preliminary	Time of Hire:	To	Total Hrs:
Grand Final	Time of Hire:	To	Total Hrs:
Meeting Dates			
AGM Date	Time of Hire:	To	Total Hrs:
Monthly	Time of Hire:	To	Total Hrs:
Other			
Will alcohol be consumed (BYO only)?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be sold/served by your organisation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Any consumption of alcohol requires a Liquor Permit from the Shire of Ashburton. Sale or supply of alcohol requires a license from the Department of Local Government, Sport and Cultural Industries. Fee applies. Please complete SOA CD 002 Application to Consume Alcohol on Council Property</i>			
Will the sale of food take place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please fill in a food permit form SOA DS 057 Application for Stallholders/Traders Permit</i>			
Has a Small Assistance Donation or Community Support Grant been processed, and approved, for an In-Kind donation? <i>(If No, please email community.grants@ashburton.wa.gov.au to apply).</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an event?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If it is an event, SOA CD 007 Events Application form is to be completed.</i>			
<i>An event can be described as having to alter any of the below or include: Food & drink stalls, portable toilets/requirements, security, rubbish, noise, signage, evacuation plans, structures (such as stages), electricity compliance, risk management, traffic management, parking</i>			

Part C – Venue Hire Extra Facilities, if applicable for venue (Applicant to complete)

Kiosk/Canteen Hire? *(Limited facilities available depending on venue)* Yes No

Is the kitchen required? *(limited facilities available depending on venue)* Yes No

Change rooms required? *(limited facilities available depending on venue)* Yes No

Toilet required? *(extra fees and charges may be applicable)* Yes No

Shower required? *(venues limited with showers)* Yes No

Is power required? Yes No

10 amp 15 amp 3 phase

Are tables/chairs/urn required? *(Venues have limited tables and chairs)* Yes No

Tables No.: Chairs No.: Urn

Are extra bins required? *(fees applicable)* No.: Yes No

Lighting

Light Towers Required? *(Fee applies or coin operated)* Yes No

Time of Hire: _____ To _____ Total Hours: _____

Tom Price Training Field

Peter Sutherland Oval (Paraburdoo)

Select towers required (see attached Paraburdoo diagram) 1 2 3 4

Tjiluna Oval (Tom Price)

Select towers required (see attached Tom Price diagram) 5 6 7 8

Clem Thompson Memorial Oval (Tom Price) Minna Oval (Tom Price)

Judy Woodvine Oval (Paraburdoo)

Percentage: 100% 60% 40%

Other Requirements

Please detail any other special requirements. The Shire will then advise if they can be accommodated. Please attach further information if needed:

Part D – Recreation Facilities and Halls Hire Terms and Conditions

IMPORTANT INFORMATION

All completed hire forms must be received a minimum of 24hrs prior to booking. The total amount of the hire including the security and key bond shall be paid prior to the keys being collected, pending application approval.

All bookings must be received in writing on the appropriate Shire Hire Forms for the booking to be secured.

Any alterations to original bookings must be received in writing a minimum of 24hrs prior to the booking to enable for it to be approved and processed.

A full check of the facility/venue and or grounds must be conducted before the commencement of each booking and any damage, dangerous items, faulty equipment etc found must be reported to the Shire ASAP, to ensure the safety of all patrons that utilise the equipment.

TENTATIVE BOOKINGS

The Shire of Ashburton does not take tentative bookings.

HIRE OF SET FACILITY

Once a set room / area is hired, access to other areas in that facility is out of bounds, unless stipulated on your hire form.

Should people be found to be using these other areas, then the appropriate hire fees will be deducted from the bond or charged to the hirer.

DURATION OF HIRE PERIOD

The time periods booked for the facility must be adhered to. Please assist us by entering and exiting the areas at the correct booking times, as indicated on the hire form.

Appropriate monies may be deducted from the bond or charge to the hirer should the facility be used for longer than originally booked or used without a hire form being lodged.

CAPACITY

All facilities hold a maximum number of people. Please ensure you check the capacity prior to hire, and adhere to this number for the safety of your guests.

BOOKING CANCELLATIONS

Bookings can be cancelled up to 7 days prior to the booking date. Cancellation fees apply, as per the Shire's current Fees & Charges, if cancelled with less than 7 days' notice. All cancellations must be received in writing.

BUILDING ACCESS

Keys/ swipe cards can be collected from the Shire of Ashburton, between 9am – 4pm Mon – Fri, or as arranged with customer Service.

KEYS

All keys/swipe cards must be signed for. A bond is required.

All keys/swipe cards must be returned to the Shire of Ashburton Office the following working day, or by placing them in the book return slot at the Shire Library, or as pre-arranged with customer service. Failure to return the keys/swipe cards will result in a non-bond refund.

Only 1 x key will be provided per group. Several swipe cards may be issued if requested.

Part D – Recreation Facilities and Halls Hire Terms and Conditions, continued

SECURITY, EXITING AND CLEANING OF FACILITY

All doors, toilets, gates, windows etc. must be locked after use. All external doors must be secured. All lights are to be turned off after use unless automatically programmed. If you don't close all doors, alarms will go off. Ensure all doors are closed to arm, and lock the building.

Ensure that the facility is left clean and tidy after use. This includes all halls, tables & chairs, toilets, change rooms/ kitchens and outdoor area. If necessary please see cleaning checklist below.

Clem Thompson Memorial Sports Pavilion – you will not be able to arm the building if hirer is not out by the time indicated on booking.

ALL ACCESSIBLE TOILETS – CLEM THOMPSON MEMORIAL SPORTS PAVILION

If you don't close all doors, alarms will go off. Ensure all doors are closed to arm, and lock the building. A swipe card is required for use of this toilet, fees are not applicable however a key bond is required.

STORAGE

If your Club/Group has been allocated a storage area, please ensure it is kept clean and tidy

DAMAGE

All damage must be reported to the relevant Shire Office on Onslow 9184 6001, Paraburdoo 9190 2220 or Tom Price 9188 4444 ASAP, and photos taken.

If damage is caused by the hirer, appropriate monies will be deducted from the bond or charged to the hirer.

WASTE & BINS

The Shire provides a standard number of bins for waste disposal inside the Shire facilities. Extra bins requested will be charged to the venue hirer as per Fees and Charges. Note: No glass is to be taken on the oval, or used in any Shire facility.

Please only use bins at the front of Tom Price Recreation Centre. Bins at rear of building belong to the Education Department and are not to be used.

If bins are left overflowing, a fee will be charged as per the Fees & Charges. All overflowing bins (lid not closed) must be decanted into the 1100 wheelie bins to prevent "cockies" scattering the rubbish.

CLEM THOMPSON MEMORIAL SPORTS PAVILION

All wheelie bins to be removed from 1st floor to the ground floor, if taken up to 1st floor during use of venues.

If extra bins are required, the hirer must advise a Shire Customer Service Officer. Relevant fees and charges apply.

CLEM THOMPSON MEMORIAL SPORTS OVAL

No pegs or star pickets are to be used on the oval. Sand bags only to secure to Marquee or Tents. Strictly no vehicles are to be driven on the oval.

ALL ACCESSIBLE TOILETS - TOM PRICE COMMUNITY CENTRE

Please note The Shire of Ashburton staff members will also be using these facilities during business hours.

Part D – Recreation Facilities and Halls Hire Terms and Conditions, continued

SMOKING

Smoking is not permitted in any Shire of Ashburton buildings.

BY-LAWS

Decorations erected for any function shall be attached to the fittings provided in such a manner that damage does not result to the building. All decorations shall be removed from the building and all rubbish materials therein collected and carted away within 10 hours from the close of any function and the buildings and surrounds left in a clean and tidy state. Any expense incurred by the Council in this respect through neglect of the hirer to comply with this By-law shall be a direct charge against the hirer and such expenses shall be paid immediately on demand.

BOND

You are required to pay a bond in accordance with current Shire of Ashburton Fees & Charges. You are required to complete *SOA CS 066 Bond Form* in conjunction with this form.

Bonds will only be refunded at the end of the hire period provided all of the above are adhered to and after inspection of the hired facility is approved.

The refund will be issued as soon as practicable from the Tom Price Office, after approval by the Facilities Officer.

TO ENSURE THAT THE BOND IS RETURNED:

1. All equipment to be accounted for.
2. All keys/ swipe cards must be returned by deadline.
3. All non-functioning equipment or noticeable damage must be tagged and reported to the Shire of Ashburton Reception.
4. The facility and its immediate surrounds must be left in a clean and undamaged state.

(NOTE: THE COST TO REPAIR ANY DAMAGES, OR CLEAN A FACILITY WHERE THE HIRER HAS FAILED TO DO SO ADEQUATELY, WILL BE DEDUCTED FROM THE BOND)

EMERGENCY HIRE QUESTIONS

Should the hirer require assistance outside of office hours please call:

Tom Price - **0408 260 489**

Paraburdoo - **0407 294 621**

Onslow - **0408 086 789**

Part E – Cleaning Checklist

Please ensure that the following tasks have been completed at the end of the event. Failure to comply with the cleaning requirements will result in fees and charges being deducted from Bond or invoiced to the hirer.

All Areas (including the stage & outdoor area/surrounds)

- No items to be stuck to walls or glass (No sticky tape, staples or blue tack)
- All windows and doors to be closed and locked

Hall / Meeting Room

- Floors swept and any spills spot cleaned (until floor is no longer sticky or greasy)
- Chairs and tables put back in the storage room (chairs and tables to be lifted NOT dragged along the floor) as per directions near storage area.

Part E – Cleaning Checklist, continued

- Rubbish bins emptied into the outside bins
- Any writing on black board / white board be removed
- Wheelie bins to be out back in location as at the commencement of booking.

Kitchen

- Floors swept and mopped
- Kitchen benches wiped down
- Wipe out oven / microwave / fridge / pie warmer if used
- Rubbish removed & bins emptied into the outside bins.
- All bins to be relocated to the front of the facility if taken out back
- Ensure fridges and cupboards are emptied from food and dry goods.

Toilets/Change rooms

- Ensure toilets are flushed and room are tidy
- Floors swept and any spills spot cleaned
- Rubbish bins are emptied into the outside bins

THE COST OF ANY DAMAGE INCURRED, DUE TO EXTERNAL DOORS NOT BEING SECURE WILL BE CHARGED TO THE HIRER

Part F – Declaration (Applicant to complete)

I, the hirer, hereby certify that I have read the conditions stated in this Venue Hire Form, and I fully understand those conditions and will comply with them. Any changes will be made in writing to the Shire of Ashburton. I am over the age of 18 years and agree that the above booking details are tentative until confirmed by the Shire of Ashburton.

Payment method: Monthly Invoice (please provide customer number):
 Payment upon application via EFTPOS/Cash

Applicant Signature: _____ Date: _____

Shire Officer Signature: _____ Date: _____

Office Use Only (Customer Service Officer to complete)

EFTPOS Cash Cheque No.:

Monthly Invoice to be issued Yes No ***If yes, you will need to complete SOA CS 015 Invoice Requisition***

*****Please note, if this is a short term, non account holder booking, payment must be made at time of booking.*****

Shire In-Kind Donation Yes No ***If yes, please attach a copy of approval***

****** Failure to attach Donation approval will result in an invoice being issued******

Hire Fee: \$ _____ Receipt No.: _____

Paraburdoo Peter Sutherland Oval



Tom Price Softball Oval

