



SHIRE OF IRWIN PARK & OVAL HIRE

Park & Oval Hire Application Form

Town Park

Dongara Oval

Name: _____ Contact Telephone Number: _____

Organisation/Group: _____

Email: _____

Address for Invoice: _____

Nature of Function: _____

***Please be advised Community events open to the Public may require an Event Application Package to be completed and submitted to the Shire for consideration.*

DETAILS OF HIRE

Date Required	Start Time	Finish Time	Number Of Hours

Town Park – Includes Rotunda and use of power.

PAYMENT: Bond \$ 500.00 Applicable Not applicable
Key Bond (power) \$ 60.00 Applicable Not applicable
Hire Charge (\$15.00p/h) \$ _____ Maximum daily charge of \$60.00
TOTAL CHARGE \$ _____

Dongara Oval – Does not include Pavilion.

PAYMENT: Bond \$ 500.00 Applicable Not applicable
Hire Charge (\$48.00p/h) \$ _____ Maximum daily charge of \$195.00
TOTAL CHARGE \$ _____

A Bond of \$500.00 is applicable for public/community events as per the Shire's Fees & Charges.

Bond Collected: _____ Signature: _____
Staff Member to Sign

Hire Charge Collected: _____ Signature: _____
Staff Member to Sign

Date: _____

HIRE AGREEMENT:

Please Note:

Hirers may be held personally liable for damages arising from their own negligence when hosting a function; therefore they are advised to ensure that they have public liability coverage.

- The hirer agrees to indemnify the Shire of Irwin and its employees against all claims against them in respect of any loss, damage, death or injury caused by or arising out of the hiring of the facilities under the control of the Shire of Irwin during all periods whilst the facility is hired.
- The hirer agrees to leave the area in the same condition which it was found.
- If required the hirer is responsible for notifying the Dongara Police of their event (9955 9300).

- d. Unless otherwise advised by a Shire representative, no hirer is to drive beyond the kerb and onto the lawn at Town Park.
- e. Unless otherwise advised by a Shire representative, no hirer is to use stakes/pegs to secure shades. In all cases sandbags or similar must be used.
- f. All hirers must clean up their sites and remove all rubbish before departing. Bins are provided for a reasonable amount of rubbish, however excessive quantities are to be removed by the hirer.

Bookings made in advance for the following financial year may be subject to increased charges.

I/We agree to comply/abide in all respects with the conditions of hire for the above named facility. These conditions are now received and understood by the undersigned. Failure to comply could result in the forfeiture of the bond and/or additional cleaning charges.

Hirer: _____ Signature: _____
Please Print Name

Date: _____

Bank Details - BSB: _____ Account: _____

Name: _____

(If no bank details are given a cheque will be posted for the reimbursement of bond).



Office Use Only Bond Refund

BOND REFUND

Condition of Venue inspected and bond repayment authorised.

Date of Inspection: _____

Approved by: _____ **Signature:** _____

Please Print Position and Name

Condition of Venue inspected and bond repayment withheld.

Date of Inspection: _____

Withheld by: _____ **Signature:** _____

Please Print Position and Name

Reason for withholding bond: _____

Booking Number: _____ **Creditor Code:** _____

Date: _____