



SHIRE OF IRWIN FACILITY HIRE

Facility Hire Application Form

Facility to be hired: _____

Fishermen's Hall

Cricket Pavilion

Drive-In

Name: _____ Contact Telephone Number: _____

Organisation: _____

Address for Invoice: _____

Nature of Function: _____ Is Alcohol to be consumed? Yes / No
Please Circle

Where it has been indicated that alcohol is to be consumed, Councils permission to do so is provided by the signature on this form, subject to the hirer obtaining all other relevant licences required for the sale of alcohol during the function.

Approved By CEO/Director: _____ Signature: _____
Please Print Name

DETAILS OF HIRE & EQUIPMENT REQUIRED

Facility	Dates Required	Time Required	Number Of Hours
Tables Required	Chairs Required		

Fishermen's Hall

PAYMENT: Key Bond (if required) \$60.00
 Facility Bond \$200.00
 Hire Charge Total \$_____ (\$15.00 per hour day & \$30.00 per hour at night)
TOTAL CHARGE \$_____

Cricket Pavilion

PAYMENT: Key Bond (if required) \$60.00
 Facility Bond \$200.00
 Hire Charge Total \$_____ (\$45.00 Hourly Hire Charge x Number of Hours)
TOTAL CHARGE \$_____

Drive-In

PAYMENT: Key Bond (if required) \$60.00
 Facility Bond \$200.00
 Bond – Alcohol \$350.00
 Hire Kitchen \$150.00 Per Event
 Without Kitchen \$100.00 Per Event
 Movie & Use of Projector \$250.00 Per Event (Includes Kitchen & Projector Training)
 Cleaning (if required) \$75.00
 Hire Charge Total \$_____

TOTAL CHARGE \$_____

Bond Collected: _____ Signature: _____
Staff Member to Sign

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

Date: _____

Please Note:

Hirers can 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.

- a. Upon acceptance of the hiring, the hirer undertake to indemnify the Shire of Irwin and the employees of the Shire of Irwin against all claims which may be made against them for damages or otherwise in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the facilities under the control of the Shire of Irwin, and the property of the Shire of Irwin during all periods whilst the facility is hired.
- b. The hirer shall forthwith take out and thereafter maintain for the full term of the hire, a Public Liability policy for a minimum of \$5 million.
- c. The hirer agrees to leave the building in the condition in which it was found. Failure to do so could result in the forfeiture of the bond.
- d. Hiring of the Shire Hall requires the hirer to ensure that music and such related noise are ceased at no later than 12am (midnight). Patrons are also required to vacate the premises by 1am.
- e. The hirer is responsible for notifying the Dongara Police of your event.
- f. **Drive-Ins** the hire is responsible for the removal of all rubbish.

Facility Agreement of Hire

AGREEMENT OF HIRE:

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

I/We agree to indemnify the Shire of Irwin against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Hirer: _____ Signature: _____
Please Print Name

Date: _____



HIRING EQUIPMENT

Please note if hiring equipment you will be required to complete an **Equipment (Tables & Chairs) Hire Application Form**

Office Use Only Bond Refund

BOND REFUND

Condition of Facility/Equipment checked and bond repayment authorised.

Approved by: _____ Signature: _____
Please Print Position and Name

Condition of Venue/Equipment checked and bond repayment withheld.

Withheld by: _____ Signature: _____
Please Print Position and Name

Reason for withholding bond: _____

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

Bond Refund Code: 2452.09 – Bond Refund

Fishermen's Hall \$200

Cricket Pavilion \$200

Drive-In \$200

Drive-In Alcohol \$350

0512.09 – Various Short Term

Various- Short Term \$ 60

Date: _____