

Facility Hire

File 0080

Record No. __

Local Government Property Local Law 2015

Facility Hire Application

APPLICANT DETAILS				
Name of Hirer				
Name of Company/ Organisation			ABN	
Address of Hirer				
Phone	E	Email		
FUNCTION DETAILS				
Venue Required	O Lake Grace HallO Lake Grace PavilionO Lakes Village HallO Newdegate HallO Newdegate PavilionO Lakes King HallO Lake King HallO Lake King PavilionO Varley Pavilion			
Area for hire	○ Main Hall ○ Lesser Hall ○ Kitchen ○ Full Venue			
Nature of function	 Regular booking One-off event 	Regular Booking Day/s required		 Weekly Fortnightly Monthly Day/s
Description of function				
Date/s required	Time Required			
Setting up / rehearsals?	○ Yes ○ No	From: To:		o:
Additional Requirements	Tables (No.)	Chairs (No.)		
How many people attending?		Will alcohol b consumed or		○ Yes ○ No

- Attach completed PDF to an email and send to shire@lakegrace.wa.gov.au
- Post to PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception at 1 Bishop St, Lake Grace





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If Alcohol will be consumed please fill out form *Permission to Consume Liquor on Shire Property*. Alcohol consumption on Shire premises is subject to CEO approval.

In addition if alcohol is to be **sold** please contact the Department of Racing, Gaming and Liquor <u>https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor</u>

BOND REFUND DETAILS				
Bond to be reimbursed to	 Organisation 	○ Individual		
Account Name				
BSB Number		Account Number		
Declaration	I, the Applicant, make a request to be refunded the amount sought to the bank account specified above.			
Signature		Date		

Please read and sign the Conditions of Hire and return this form to the Shire of Lake Grace

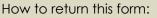
Please note booking is only confirmed upon payment of fees

I agree to comply with all provisions of the Shire of Lake Grace Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damages to any property which may occur in connection with the hire of local government property.

I have read and agree to the Conditions of Hire attached to this application.

Applicant's Signature

Date



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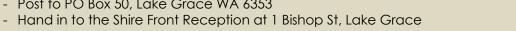
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OFFICE USE ONLY				
Application Approved	○ Yes ○ No	Liquor Consumption (if applicable) approved	○ Yes ○ No	
Hire Charge	\$	Bond	\$	
Receipt Number		Confirmation Letter Sent - Date		
Hold bond until / / Bond Withheld	 Property Damage \$ Extra Cleaning \$ Keys not returned \$ 	Key Bond Amount	\$	
Key Hired		Number of Keys Returned		
Refund Full Amount	⊖ Yes ⊖ No	Amount Withheld	\$	
Authorising Officer Signature:		Manager Signature: (if amount withheld)		

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File 0400

Permission to Consume Liquor on Shire Property

In accordance with the Shire of Lake Grace Policy 7.3 Liquor on Council Property, no liquor of any type shall be permitted to be stored or consumed on Council controlled public property without permission and granting of a permit by the Chief Executive Officer or other designated Officer.

APPLICANT DETAILS				
Name of Applicant				
For and on behalf of				
Address of Applicant				
Phone (home)		Phone (mob	ile)	
FUNCTION DETAILS				
Property being hired				
On (date)				
During the hours	From: To:			
Purpose of hire				
 If approved I / We agree to the following conditions apply: Applicant must comply with the Shire of Lake Grace Local Government Property Local Law, Liquor Licensing Act 1988, conditions set down by the Department of Racing, Gaming and Liquor and other written laws pertaining to the consumption of alcohol. Liquor will not be consumed, supplied or made available to any person under the age of 18 yrs. This is not an application for a Liquor License. Please contact the Department of Racing, Gaming and Liquor to see if a separate permit is required. Alcohol consumption is restricted to the premises hired only and is not to be consumed outside these premises. Consumption on public open space or reserve areas is considered illegal. Consumption of Liquor permits are only valis until midnight (12am) at which time the function must cease. 				
Signature			Date	

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File 0400

OFFICE USE ONLY				
Application Received			Record Number	
Permit Approved	○ Yes ○ No	(Receipt Number)	Date Issued	
Authorising Officer			Signature	

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CONDITIONS OF HIRE

- 1. I / We will be responsible for the safe return (the day after hire) of the keys issued for the hire. In the event of the keys being misplaced, lost or stolen I / We will reimburse the Shire for the necessary replacement costs thereof.
- 2. If I / we are not happy with the cleanliness of the building and facilities, then I / We will report to the Shire prior to the function being held. I/We understand that no compensation may be claimed if reported after the event.
- 3. The building is to be cleaned immediately following the closure of the function, at completion of hire time. (Unless otherwise waived by the Chief Executive Officer of the Shire).
- 4. For intention of consuming / sale of liquor on the Shire premises, a permit must be obtained under the Liquor Control Act 1988.
- 5. On departing the premises all power is to be turned off and windows and doors are to be securely locked. It is the hirer's responsibility for the security of the premises during the hiring period.
- 6. Any hirer damaging or allowing damage to occur to the building, fixtures or fittings will be liable for the replacement / repair costs.
- 7. No sticky tape is to be used on the walls, doors or windows in the premises.

8. Cleaning standards are:

- Entrances: Cleared of all rubbish, swept.
- Ablutions: All bins to be emptied, floors to be swept. All toilets and urinals flushed.
- Stage Area: Cleared, cleaned and swept.
- Hall Area: Trestles and Chairs returned to the trestle store room. Floors cleared and swept to the approved standard.
- **Kitchen Area:** Benches, sink, stoves and walls around work areas cleared and cleaned. Rubbish to be put out into bins, floors cleared and swept to an acceptable standard.
- All counters and walls around working area to be cleared and cleaned. All kegs etc to be removed and floors swept to an acceptable standard.
- 9. A bond is payable on booking of the facility and is refundable. The Shire will deduct from your bond the cost of any damage or extra cleaning required after the event. If this cost exceeds the bond an invoice will be sent to the nominated individual or organisation.

10. In the event of a second forfeiture of bond monies the Shire reserves the right to deny future hire.

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PAVILION HIRE CLEANING CHECKLIST

KITCHEN & BAR AREA

 \bigcirc Clean all kitchen & bar areas used – wipe over all surfaces

 \bigcirc Remove all food & drinks from fridge/s and kitchen area

 \bigcirc Clean microwaves, stoved, oven, pie warmer/s, fridges, inside and out – if used

 \bigcirc Wash and put away all kitchen/bar utensils, cutlery and dishes used

 \bigcirc Ensure sink area is clean and plug holes are free from debris

 \bigcirc Sweep and mop bar and kitchen areas

 \bigcirc Empty all rubbish bins and return to their location

MAIN FUNCTION & CHILDREN'S AREA

 \bigcirc Remove all decorations and place all rubbish in outside bins

 \bigcirc Clean tables and chairs used, restack and put back in their designated location

 \bigcirc Return all things to their rightful place of where you found them

 \bigcirc Sweep or vacuum the floor

 \bigcirc Tidy children's area with toys packed away in cupboard and floor ready to be vacuumed

TOILETS/BATHROOM AREA

 \bigcirc All toilets are flushed

 \bigcirc Paper towels in bin & rubbish put in outside green bins

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O Vanity wiped					
○ Floor swept					
O No soap or items left in s	howers				
PLEASE ENSURE THAT:					
○ All doors and windows are locked ○ All lights, heaters or air conditioners are turned off					
If not left in a clean condition, you will be contacted to return to clean or have the option of paying for a cleaner.					
Signature			Date		
OFFICE USE ONLY					
Form & Key/s Returned	(date)	Facility Inspect	ed	(date)	
Extra Cleaning Required	○ Yes ○ No	Signed off By			

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