

Shire of Yilgarn Venue Hire Form

Name of Hirer: _____ On behalf of: _____

Address: _____ Phone number: _____

Venue:

Community Centre ☐ Sporting Complex Lounge ☐ Sporting Complex Courts/Grounds ☐

Other: _____ ☐

Date of function: ____ / ____ / ____ Type of function: _____

Fees and charges – please tick all that apply

Community Centre	Foyer only per day	\$100 <input type="checkbox"/>
	Foyer only half day	\$70 <input type="checkbox"/>
	Kitchen only flat rate	\$70 <input type="checkbox"/>
	Private Function per day	\$230 <input type="checkbox"/>
	Private Function half day	\$160 <input type="checkbox"/>
	Commercial Function per day	\$335 <input type="checkbox"/>
	Commercial Function half day	\$200 <input type="checkbox"/>
	Bond	\$300 <input type="checkbox"/>
Sporting Complex - Lounge, bar, kitchen and courts	Private Function per day	\$180 <input type="checkbox"/>
	Private Function half day	\$120 <input type="checkbox"/>
	Private Function <u>per hour</u>	\$40 <input type="checkbox"/>
	Commercial Function per day	\$230 <input type="checkbox"/>
	Commercial Function half day	\$160 <input type="checkbox"/>
	Commercial Function <u>per hour</u>	\$50 <input type="checkbox"/>
	Kitchen only	\$55 <input type="checkbox"/>
	Lounge only	\$70 <input type="checkbox"/>
	Bar & Lounge	\$125 <input type="checkbox"/>
	Indoor Courts <u>per hour</u>	\$30 <input type="checkbox"/>
Grounds hire	Sports Function per day	\$105 <input type="checkbox"/>
	Bond	\$300 <input type="checkbox"/>
	Oval (exclusive use) per day	\$450 <input type="checkbox"/>
	Outdoor Courts (exclusive use) per day	\$105 <input type="checkbox"/>
	Bond	\$515 <input type="checkbox"/>

Permits Required:

Is a permit to consume alcohol required?

Yes ☐ No ☐

Has an application for liquor consumption consent form been filled out?

Yes ☐ No ☐

** Note: If the function requires the selling of alcohol, an application must also be made to the Court House.*

Hire fee:

Bond (refundable):

Key Bond (refundable):

\$50.00

Turn to page two for conditions of use, and hire agreement sign off.

Credit Card Details for bond purposes – to be held on file until key is returned and venue passes inspection.

Name: _____ Date: _____

Credit Card Number: _____ Expiry: ____/____ CVV: _____

Shire of Yilgarn Venue Hire Form

Conditions of use:

- Applicant must be 18 years or older
- Hire fee and bonds must be paid prior to receipt of key.
- The applicant is responsible for the key. Keys are not transferable and are not to be lent or copied. The key bond will be refunded once the key has been returned.
- The applicant is responsible for any costs incurred as a result of any damage which happens during the hiring of the venue. All damage must be reported when handing back the key.
- Take care when setting up tables and/or chairs to ensure no damage is done to furniture or floors.
- When decorating, be aware of damage caused by sticky tape and/or blutak. Removal of these products is required as part of the clean up process.
- The Shire of Yilgarn accepts no responsibility or liability for any death or injury to any person or damage to any property arising directly from the use or access to the gym and the Sporting Complex or any other Council owned property.
- Before leaving the venue the following cleaning must take place:
 - Clean up any liquid spills on the floor as soon as possible by wiping or sponging the liquid off.
 - All waste food material is to be cleaned off the floor, benches, shelves and refrigerator and all surfaces are to be wiped clean.
 - Remove all rubbish from the main lounge, kitchen, toilets and place it in the large green sulo bins located outside.
 - Sweep and/or vacuum all floors in areas used.
 - Put away all tables and chairs as you found them.
 - Remove all sticky tape and/or blutak
- Ensure that ALL external doors are locked (even those not opened).
- Return the key to the Shire Office as soon possible after the function, once all cleaning is completed.

IF CARD DETAILS ARE TO BE HELD ON FILE FOR DURATION OF HIRE FOR BOND

Hirer to complete the Credit Card details box at the bottom of page one to keep card details held on file until the return of the venue key (and venue has passed inspection).

I, _____, understand that by signing and providing card details below, that the card may be charged the bond(s) (\$_____) if any damage or key loss has occurred to the venue I am hiring, and that all credit card details provided are true & correct and funds are available if required, and card is able to make payments via MOTO EFTPOS transaction.

Agreement:

I, _____ declare that I have read the above information and agree to the conditions set by the Shire of Yilgarn, and have completed all necessary hire details on the venue hire form:

Signature: _____ Date: _____

Received by: _____ Date: _____

Shire of Yilgarn Venue Hire Form

Office use only:

Venue hire fees to be paid by:

EFT ☐ Cheque ☐ Cash ☐ Invoice ☐ Card payment ☐

Hire fee: _____ Paid: Yes ☐ No ☐ Fee Waiver ☐

Venue / Key Bonds to be paid by:

EFT ☐ Cheque ☐ Cash ☐ Card payment ☐

Bond (refundable): _____ Paid: Yes ☐ No ☐

Key Bond (refundable): \$50 Paid Yes ☐ No ☐

Hire Checklist Form completed by:

Staff member name: _____ Signature: _____

**Hire Checklist Form is available in the 3.Forms folder on shiredata under the Bookings & Hire section.*

RETURN OF KEY / RETURN OF CARD DETAILS SLIP

The Credit Card details slip at the bottom of this form (page one) will be returned upon return of venue key and the venue passing inspection after use.

Staff member returning Credit Card details slip: _____

Hirer name and signature confirming return of Credit Card details slip:

Name: _____ Signature: _____

Date of return: _____

In the event of hirer not wanting return of card details, or for staff to destroy the details on hirer's behalf, two staff members must complete the following:

Name: _____ Signature: _____

Name: _____ Signature: _____

Date of destruction: _____