

## Shire of Yilgarn Venue Hire Form

Name of Hirer: \_\_\_\_\_ on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Venue: Community Centre ☐ Yilgarn Recreation Centre Lounge ☐ Yilgarn Recreation Courts/Grounds ☐

Other: \_\_\_\_\_ ☐ Type of function: \_\_\_\_\_

Dates of function: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Times: \_\_\_\_\_ to \_\_\_\_\_

### Fees and charges – please tick all that apply

<b>Yilgarn Recreation Centre -Lounge, Bar &amp; Kitchen</b>  <i>*any hire extending past 4 hours will be charged as a day rate</i>	<b>Private Function per day</b>	
	Lounge only	\$70 <input type="checkbox"/>
	Bar & Lounge only	\$125 <input type="checkbox"/>
	Kitchen, Lounge & Bar only	\$180 <input type="checkbox"/>
	<b>Private Function half day (4 hrs)</b>	
	Lounge only	\$45 <input type="checkbox"/>
	Bar & Lounge only	\$95 <input type="checkbox"/>
	Kitchen, Lounge & Bar only	\$120 <input type="checkbox"/>
	<b>Commercial Function per day</b>	
	Lounge only	\$150 <input type="checkbox"/>
	Bar & Lounge only	\$250 <input type="checkbox"/>
	Kitchen, Lounge & Bar only	\$350 <input type="checkbox"/>
<b>Yilgarn Recreation Centre – Viewing Lounge</b>	<b>Commercial Function half day (4 hrs)</b>	
	Lounge only	\$90 <input type="checkbox"/>
	Bar & Lounge only	\$165 <input type="checkbox"/>
	Kitchen, Lounge & Bar only	\$275 <input type="checkbox"/>
	Private Function per day	\$145 <input type="checkbox"/>
	Private Function half day	\$95 <input type="checkbox"/>
<b>Yilgarn Recreation Centre – Indoor Sports including change rooms</b>	Private Function <u>per hour</u>	\$35 <input type="checkbox"/>
	Commercial Function per day	\$185 <input type="checkbox"/>
	Commercial Function half day	\$130 <input type="checkbox"/>
	Commercial Function <u>per hour</u>	\$40 <input type="checkbox"/>
	Indoor Court – per hour (ex Lounge)	\$30 <input type="checkbox"/>
	Indoor Court – per day (ex Lounge)	\$105 <input type="checkbox"/>
<b>Grounds Hire</b>	<b>Bond</b>	<b>\$300 <input type="checkbox"/></b>
	Oval (exclusive use) per day	\$450 <input type="checkbox"/>
	Outdoor Courts (exclusive use) per hour	\$30 <input type="checkbox"/>
	Outdoor Courts (exclusive use) per day	\$105 <input type="checkbox"/>
	<b>Bond</b>	<b>\$515 <input type="checkbox"/></b>

### 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 until key is returned and venue passes inspection.

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

## Shire of Yilgarn Venue Hire Form

<i>Community Centre / Other Outlying Halls</i>	Foyer only per day	\$100 <input type="checkbox"/>
	Foyer only half day (4 hrs)	\$70 <input type="checkbox"/>
	Kitchen only flat rate	\$70 <input type="checkbox"/>
	Private Function per day	\$230 <input type="checkbox"/>
	Private Function half day (4 hrs)	\$160 <input type="checkbox"/>
	Commercial Function per day	\$335 <input type="checkbox"/>
	Commercial Function half day (4 hrs)	\$200 <input type="checkbox"/>
	<b>Bond</b>	<b>\$300 <input type="checkbox"/></b>
<i>Senior Citizen's Centre</i>	Fees for hire are at the discretion of the CEO.	
	<b>Bond</b>	<b>\$300 <input type="checkbox"/></b>

### Conditions of use:

- Applicant must be 18 years or older.
- Hire fee(s) must be paid and bond(s) must at minimum be held with the Shire prior to receipt of key otherwise booking is considered tentative and will be treated as not confirmed.
- 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.
- 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 Recreation Centre or any other Council owned property.
- Take care when setting up tables and/or chairs to ensure no damage is done to furniture or floors.
- 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 general waste 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 credit card details, that the card may be charged the bond amount of (\$\_\_\_\_\_) should any damage or key loss has occurred to the venue I am hiring. In addition, I confirm that the credit card details provided are true & correct and funds are available if required, and the card is able to make payments via MOTO EFTPOS transaction.

## Shire of Yilgarn Venue Hire Form

### 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: \_\_\_\_\_

### Office use only:

Venue hire fee to be paid by:

Bank Transfer ☐ Chq/Cash ☐ EFTPOS ☐ Invoice ☐

Hire fee: \$ \_\_\_\_\_ Paid? Yes ☐ No (Only if Invoice/Bank Transfer Ticked) ☐

Venue / Key Bonds to be paid by:

Bank Transfer ☐ Chq/Cash ☐ EFTPOS ☐ Card Details (Ref to Page 1) ☐ Prev. Paid to Shire (Confirmation Req'd) ☐

Bond: \$ \_\_\_\_\_ Has it been paid/details provided? Yes ☐ No ☐

\$50 Key Bond: Paid? Yes ☐ No ☐ Card Details (Ref to Page 1) ☐ Prev. Paid to Shire (Confirmation Req'd) ☐

### Hire Checklist Form completed by:

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: \_\_\_\_\_