



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: _____

Hire fee: _____ Paid: Yes No Fee Waiver

Bond (refundable): _____ Paid: Yes No

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

Fee Waiver Authority: _____

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.

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Permits Required:

Is a permit to consume 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 be made to the Court House

Fees and charges:

<i>Community Centre -</i>	Foyer only per day	\$100
	Foyer only half day	\$70
	Kitchen only flat rate	\$70
	Private Function per day	\$230
	Private Function half day	\$160
	Commercial Function per day	\$335
	Commercial Function half day	\$200
	Bond	\$300

<i>Sporting Complex - Lounge, bar & kitchen</i>	Private Function per day	\$180
	Private Function half day	\$120
	Private Function per hour	\$40
	Commercial Function per day	\$230
	Commercial Function half day	\$160
	Commercial Function per hour	\$50
	Bond	\$300

Kitchen only	\$55
Lounge only	\$70
Bar & Lounge	\$125

Indoor Courts per hour	\$30
Sports Function per day	\$105

Grounds – Commercial ie Circus	\$450
Bond	\$515

Agreement:

I, _____ declare that I have read the above information and agree to the conditions set by the Shire of Yilgarn,

Signature: _____ Date: _____

Received by: _____