

SALEYARDS BOOKING APPLICATION FORM

APPLICANT DETAILS

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

Is the applicant an individual hiring for private purposes?

- Yes
 No. *If no, please attach a copy of a certificate of Public Liability Insurance to this bookings form.*

BILLING DETAILS

- Same as above

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

EVENT DETAILS

Date(s) of event:

Number of attendee(s):

Type of event:

Venue access time:

Venue vacate time:

Event start time:

Event finish time:

Street Address: 52 Austral Terrace, Katanning WA 6317
Postal Address: PO Box 130, Katanning WA 6317
Phone: 9821 9999 Email: admin@katanning.wa.gov.au
Website: www.katanning.wa.gov.au
www.facebook.com/ShireOfKatanning

BOND REFUND

Bank Name:

Account Name:

BSB:

Account Number:

*Please note, the Shire of Katanning's administration building is open 8.30am – 4.30pm, Monday to Friday for collection and return of keys to the premises. Functions requiring collection or return of keys outside of these times will need to make arrangements at the time of booking and will be required to pay a key bond. The main gate at the Saleyards opens at 6.15am and closes at 5.30pm Monday to Friday.

Is the event open to the public?

- Yes
- No

Required Rooms:

- Dining Room (not available Tuesdays or Wednesdays.)
- Training Room
- Kitchen (not available Wednesdays. Catering is to be organised with Kim Kowald Catering on 0438 337 708). The cafe is open for breakfast on Wednesday mornings to the public.

Please note the set up of tables and chairs is not available at the Saleyards.

Will alcohol be consumed?

- Yes
 - If yes, will the alcohol be:
 - Sold (including as part of ticket sale for event)
 - Supplied
 - BYO
- No

Prior approval must be obtained from the Shire of Katanning. If you plan to sell alcohol separately or by way of an inclusive charge, you are required to obtain a liquor licence from the Department of Racing, Gaming and Liquor WA and a copy must be provided to the Shire of Katanning prior to event.

- No

Will you require a Floor Care Service?

Floor Care Service includes vacuuming, sweeping & mopping of the floors, all other requirements stated in terms and conditions must be adhered to by the hirer.

- Yes
- No

Other requirements/specifications/comments:



TERMS AND CONDITIONS

- (a) Your booking is not confirmed until the **bond is paid in full**.
- (b) **Full payment is required 7 days prior to the booking date**, failure to do so will result in your booking automatically cancelling.
- (c) This form must be completed, signed, and submitted before an invoice will be issued.
- (d) The venue is to be entered and vacated by the nominated booking time.
- (e) Any fees incurred by late amendments to bookings will be deducted from the bond or met by the hirer.
- (f) The venue is to be left in a clean and tidy condition:
 - Lights and electrical appliances are to be switched off (excluding refrigeration)
 - All doors locked and all windows secured.
 - Tables and chairs should be cleaned and put back to their original position unless the set-up package has been purchased.
 - Floor to be vacuumed and mopped if required.
 - All rubbish is to be placed in the wheelie bins provided.
- (g) All costs for losses, damage or extra cleaning required inside and/or outside the facility will be deducted from the bond or met by the hirer. The hirer must inform the Shire of Katanning of any damage discovered prior to the commencement of their booking. Failure to do so may jeopardise the bond. The hirer must inform the Shire of Katanning of any damage caused during their booking. Any unreported damage may also be deducted from the bond or met by the hirer.
- (h) The driving of tacks, nails, screws or fixing of blue-tack etc into or onto any of the woodwork, walls or any part of the building, furniture or fixtures is strictly prohibited. No internal or external decorations are permitted to be erected without prior approval from the Shire of Katanning.
- (i) The use of candles or smoke devices within Shire of Katanning venues is prohibited as they will activate the fire alarms.
- (j) The Shire of Katanning has a NO SMOKING POLICY inside the Saleyards facilities and within 5 metres of all building entrances and openings.
- (k) It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner which causes a nuisance or annoyance. The hirer is to ensure that guests always behave in a decent manner, both inside and outside the facility. If police are called out due to excessive noise, to maintain order or disperse a disorderly crowd, the bond may be forfeited.
- (l) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire. However, every care and precaution will be taken in this regard.
- (m) It may be necessary for maintenance work to be carried out on grounds and venues during your booking time. You will be contacted and advised of the nature of work and proposed timeframe. Every effort will be made to find an alternative venue for the hirer however no guarantee can be given.
- (n) If alcohol is to be sold, prior approval must be obtained from the Shire of Katanning and a liquor licence must be obtained from the Department of Racing, Gaming and Liquor WA **no later than 7 days prior to the booking date**. A copy of this licence must be sent to the Shire of Katanning **no later than 7 days prior to the booking date**.
- (o) If alcohol is consumed the event must finish by 12am midnight.
- (p) Each building is equipped with a limited number of tables and chairs. Any additional equipment required is to be provided at the hirer's expense.
- (q) Booking cancellation fee:
 - Less than 48 hours notice: 100% of hire fee.
 - More than 48 hours' notice: no charge.
- (r) The Shire of Katanning reserves the right to require the presence of security/crowd control. This would involve the hiring of a licensed security firm at a ratio of 1:40 guests. Proof of the booking would be required in writing from the security company **no later than 7 days prior to the booking date**.



- (s) Bookings may be declined at the discretion of the Shire of Katanning.
- (t) If a breach of the Terms and Conditions of hire is made the hirer will automatically forfeit the full bond.

I hereby acknowledge that I have read and agree to abide by the above conditions of hire.

Applicant:

Full Name: _____

Signature: _____

Date: _____

On completion of this form, please return to the Shire of Katanning:

Administration Office, 52 Austral Tce Katanning

Email: admin@katanning.wa.gov.au

