

COMMUNITY ROOM 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:



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.

Is the event open to the public?

- Yes
- No

Will you require Floor Care Services?

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) **Full payment is required 7 days prior to the booking date**, failure to do so will result in your booking automatically cancelling.
- (b) Alcohol consumption - Patrons are required to seek permission from the Shire of Katanning Chief Executive Officer to consume alcohol on the premises, prior to the event.
- (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 times.
- (e) The facility 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.
 - Floor to be vacuumed and mopped if required.
 - All rubbish is to be placed in the wheelie bins provided.
- (f) The hirer must inform the Shire of Katanning of any damage discovered prior to the commencement of their booking. The hirer must inform the Shire of any damage caused during their booking.
- (g) 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.
- (h) The use of candles or smoke devices within Shire of Katanning venues is prohibited as they will activate the fire alarms.
- (i) The Shire of Katanning has a NO SMOKING POLICY inside the Community Room facilities and within 5 metres of all building entrances and openings.
- (j) 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.

- (k) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire of Katanning. However, every care and precaution will be taken in this regard.
- (l) 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.
- (m) 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.
- (n) Booking cancellation fee:
 - Less than 48 hours notice: 100% of hire fee.
 - More than 48 hours' notice: no charge.
- (o) 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.**
- (p) Bookings may be declined at the discretion of the Shire of Katanning.
- (q) 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

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

