**APPLICATION TO BOOK TOWN HALL**

**APPLICANT’S 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:**

**FUNCTION DETAILS**

**Date(s) of Event:**

**Number of Attendee(s):**

**Type of Function(s):**

**Venue access time: Venue vacate time:**

**Event start time: Event finish time:**

Please note the rooms open at 8.30am and close at 5.00pm Monday to Friday. Functions requiring access outside of these times will be required to pay a key bond and must exit the venue before the nominated closure time.

**Is the event open to public attendance?**

* Yes
* No

# Required Rooms:

* Main Hall
* Retractable Grand Stand Cinema seating
* Kitchen/small foyer area

Upstairs is not available.

**Will alcohol be consumed?**

* Yes

If yes, will the alcohol be:

* Sold (includes if it is part of a ticket sale to event)
* Supplied
* BYO

Prior approval must be obtained from the Shire of Katanning. If you plan to sell alcohol separately or by way of an inclusive charge it is necessary 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.

* No

**Do you require the cleaning package?**

* Yes
* No

# Other requirements/specifications/comments:

**BOND REFUND**

Bank Name:

Account Name:

BSB:

Account Number:

# TERMS AND CONDITIONS

1. The booking is not confirmed until the **full bond is paid**.
2. **Full payment is required 7 days prior to the booking date** or the booking will automatically be cancelled.
3. This form must be completed, signed and submitted before an invoice will be issued.
4. The facility is to be entered and vacated by the nominated booking time.
5. Any late amendments to bookings will be deducted from the bond or met by the hirer.
6. 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 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

1. 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 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 any damage caused during their booking. Any unreported damage may also be deducted from the bond or met by the hirer.
2. The driving of tacks, nails, screws or fixing of blu-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.
3. The use of candles or smoke devices within Shire facilities is prohibited as they will activate the fire alarms.
4. The Shire has a NO SMOKING POLICYinside the Town Hall and within 5 metres of all building entrances and openings.
5. 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 behave in a decent manner at all times, 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.
6. 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.
7. 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.
8. If alcohol is to be sold, prior approval must be obtained from the Shire of Katanning and a liquor license must be obtained from the Department of Racing, Gaming and Liquor WA **no later than 14 days prior to the booking date**.A copy of this permit must be sent to the Shire of Katanning **no later than 7 days prior to the booking date.**
9. If alcohol is consumed, it must be consumed inside the Town Halltres of all building entrances and openings, and the booking must finish by 12am midnight.
10. 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.
11. Booking cancellation fee:

* Less than 48 hours notice: 100% of hire fee
* More than 48 hours notice: no charge

1. The Shire 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.**
2. Bookings may be declined at the discretion of the Shire of Katanning.
3. 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:

Email: [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

Administration Office, 52 Austral Tce Katanning