

APPLICATION TO BOOK TOWN SQUARE

APPLICANT'S DETAILS

Contact Name:

Organisation:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

Is the applicant an individual hiring for private purposes? **2 - 2 Town Hall Booking Form**

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

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 toilets are open at 8.30am and close at 5.00pm seven days a week. Functions requiring access outside of these times will be required to pay a **\$50 key bond (GL CODE 194240)** and must only unlock and lock the toilets for the nominated event time



Required Items:

- Toilets
- Power
- Stage lighting
- Do you require a walkthrough prior to the event?

Please note if you require power and stage lighting you will be required to pay a \$50 key bond.

TERMS AND CONDITIONS

- (a) Please note that Katanning Town Square is a public area so there may be members of the public in the area and in the surrounding area. The Shire of Katanning will ensure no other function is booked at the same time.
- (b) The facility is to be vacated by the nominated booking time, unless otherwise arranged.
- (c) The facility is to be left in a clean and tidy condition.
- (d) All costs for losses, damage or extra cleaning required inside and/or outside the facility will be charged to the hirer. The hirer must inform the Shire of any damage discovered prior to the commencement of their booking. The hirer must inform the Shire of any damage caused during their booking. Any unreported damage may also be charged to the hirer.
- (e) 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 decorations are permitted to be erected without prior approval from the Shire.
- (f) The use of candles or smoke devices within Shire facilities is prohibited.
- (g) The Shire has a **NO SMOKING POLICY** inside Town Square facility and within 5 metres of all building entrances and openings.
- (h) It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance. The hirer must ensure order of guests that decent behaviour is always maintained both inside and outside the facility. If police are called out due to excessive noise, to maintain order or disperse a disorderly crowd, the cost may be charged to the hirer.
- (i) 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.
- (j) 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.
- (k) The Shire has a **NO ALCOHOL POLICY** inside Town Square facility.
- (l) Bookings may be declined at the discretion of the Shire of Katanning.
- (m) This form must be completed and submitted before a booking can be secured.
- (n) If a breach of the Terms and Conditions of hire is made the hirer may be charged.

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

Administration Office, 52 Austral Tce Katanning



NEW CONTRACTOR / SUPPLIER

Company Name	
Brief description of product & services offered	
Address	
Postal address	
Contact person	
Contact number	
ABN	
Email address for remittance advice	
Account name	
Bank institution & Branch	
BSB Number	
Account Number	

Insurance Type	Insured Amount
Public Liability	\$20,000,000 any one occurrence.
Product Liability (automatically covered under a Public Liability Policy)	\$20,000,000 any one occurrence and in the aggregate.
Workers' Compensation	The Contractor shall insure against liability for death of or injury to persons employed by the Contractor including liability by statute and at common law to a limit of not less than \$50,000,000. Include a Principals Indemnity Extension for Act and common law including waiver of subrogation.
Comprehensive Motor Vehicle and Third Party	Comprehensive Motor Vehicle and Third-Party Liability for no less than \$30,000,000 any one occurrence.
Professional Indemnity (not everybody needs PI cover, refer notes below)	\$5,000,000 any one claim and in the aggregate.
General Property	Insured goods - Tools of trade, contents and stock of every description. Limit - \$maximum value of goods carried any one time Cover – full accidental damage

PROFESSIONAL INDEMNITY – professional indemnity insurance covers professionals' legal liability for a breach of professional duty. The limits required will vary based on exposure; the limit noted above is the minimum we recommend. **Return all documentation to:** finance2@katanning.wa.gov.au

