

APPLICATION TO BOOK COMMUNITY ROOM

RECORD NO.

PO NO.

APPLICANT'S DETAILS

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

BILLING DETAILS

Same as above

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

Bookings for Katanning community groups: not for profit, sporting groups, church groups, voluntary community support groups, playgroups, and groups and individuals undertaking community projects will be free of charge.

Community Room Hire Fees

Katanning community groups

FREE

Commercial / Government

\$35 / hour _____ hours

\$175 / day (>5 hrs)

Non-Commercial Discounted rate

\$17.50 / hour _____ hours

\$87.50 / day (>5 hrs)



BOOKING DETAILS

Date(s) of Booking:

Number of Attendee(s):

Type of Function(s):

Venue access time:

Venue vacate time:

Event start time:

Event finish time:

Please note the facility's opening hours:

Monday	10:00am – 5:00pm
Tuesday	10:00am – 5:00pm
Wednesday	1:00pm – 5:00pm
Thursday	10:00am – 5:00pm
Friday	10:00am – 5:00pm
Saturday	10:00am – 1:00pm

Bookings requiring access outside of these times will require a key to be picked up from the library during office hours prior to the booking. The key is to be returned, the next day to the library staff, or put through the return slot at the back of the library, after the meeting concludes.

Please indicate if you require use of the following:

- Smart TV
- Laptop
- Projector
- Kitchen

Other requirements/specifications/comments: _____

TERMS AND CONDITIONS

- (a) This form must be completed, signed and submitted before an invoice will be issued.
- (b) Bookings for Katanning community groups: not for profit, sporting groups, church groups, voluntary community support groups, playgroups, and groups and individuals undertaking community projects will be free of charge.
- (c) Bookings for community groups will only be permitted for a maximum of up to three months in advance.
- (d) Hirers of the facility who pay for the facility have priority in making bookings and will replace a community group booking when required.
- (e) The facility is to be entered and vacated by the nominated booking times.
- (f) 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 kitchen bins.
- (g) All costs for losses, damage or extra cleaning required inside and/or outside the facility will be met by the hirer. The hirer must inform Library Staff of any damage or losses discovered, as soon as is reasonably possible.
- (h) 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.
- (i) The use of candles or smoke devices within Shire facilities is prohibited as they will activate the fire alarms.
- (j) It is the responsibility of the hirer to set the room to suit their particular needs during opening hours. If this is not possible special arrangements will need to be made with staff at time of booking.
- (k) 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.
- (l) Persons using the facilities must ensure that children accompanying them are kept under supervision and appropriately behaved at all times.
- (m) Hirers shall comply with the provisions of the Health Act, Liquor Act and any other Act and/or Regulation in force for the time being and applicable to such hiring and use of the facilities.
- (n) NO ALCOHOL IS TO BE CONSUMED AT THIS FACILITY. FAILURE TO COMPLY WITH THIS CONDITION COULD RESULT IN BEING BANNED FROM ALL COUNCIL FACILITIES.**
- (o) 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.
- (p) Booking cancellation fee:
- Less than 48 hours notice: 100% of hire fee.
 - More than 48 hours' notice: no charge.
- (q) Security call outs that are the result of incorrectly locking and/or arming the facility may result in a \$60.00 security call out fee.
- (r) Bookings may be declined at the discretion of the Shire of Katanning.

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 Katanning Public Library:

Email: katlib@katanning.wa.gov.au

In person: Katanning Public Library, 16-24 Austral Terrace Katanning

Via post: PO Box 130, Katanning WA 6317

OFFICE USE ONLY

Venue Hire Charges to be issued:

GL code	Description	Total
Total:		

Venue hire invoice number, if invoice was required: _____

Venue hire invoice payment receipt number: _____

Room inspected prior to booking: ____/____/20__ Staff initial: _____

Inspection Comments: _____

Room inspected after booking: ____/____/20__ Staff initial: _____

Inspection Comments: _____

