

APPLICATION TO BOOK COMMUNITY ROOM

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:

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

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 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 public attendance?

- Yes
- No

Do you require the cleaning package?

The cleaning package includes a sweep and a mop of the floors ONLY, all other requirements stated in terms and conditions must be adhered to.

- Yes
- No

Other requirements/specifications/comments:

TERMS AND CONDITIONS

- (a) **Full payment is required 7 days prior to the booking date** or the booking will automatically be cancelled.
- (b) Consuming Alcohol - Patrons are required to seek permission from the Shire of Katanning Chief Executive Officer to consume Alcohol prior to the event.
- (c) This form must be completed, signed, and submitted before an invoice will be issued.
- (d) The facility is to be entered and vacated by the nominated booking time.
- (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 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.
- (f) 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.
- (g) 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.



- (h) The use of candles or smoke devices within Shire facilities is prohibited as they will activate the fire alarms.
- (i) The Shire 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. 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 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:

Email: admin@katanning.wa.gov.au

Administration Office, 52 Austral Tce Katanning



COMMUNITY ROOM 2021/2022

Hire Fees	Per hour	Per day	Key Bond
Commercial/Government	\$35.00	\$175.00	\$50.00
Non Commercial	\$17.50	\$87.50	\$50.00
Seniors/Community Groups	No Charge	No Charge	No charge
<u>CLEANING:</u> Shire to clean after hire. (Vacuum and mop floor ONLY) <i>*The hirer is responsible for pack down, tidy up and disposing of rubbish as per the terms and conditions</i>	\$65		



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

