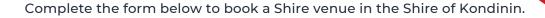
# SHIRE OF KONDININ

## **VENUE BOOKING FORM**



lame of App Club / Grou							
Contact	t Person:			Phone			
E-Mail	:						
Postal Addı	ress :						
Invoice Add	dress :						
	Please t	ick the required venue					
BILL	SMOKER	ROOM – KONDININ AQUATI	C CENTRE		HYDEN TOWN HALL		
KONDININ TOWN HALL					HYDEN RECREATION I	PAVILION	
KONDININ PAVILION					KARLGARIN TOWN HA	<b>LL</b>	
KON	IDININ CC	MMUNITY GARDEN			KARLGARIN RECREAT	ION PAVILION	
	What do	ate(s) & Time(s) will be red	quired for	your v	renue booking: (inc s	et up & clear	up)
DATE: F	FROM:		TO:				
TIME: F	FROM:		TO:				
	Number	of People (please tick):					
	Less the	en 15		61	- 100		
	16 - 40			101	•		
	41 - 60						
	Tupe of I	Function (please tick):					
	Wedding / Birthday Party / Large Community Event/ Sporting Functions- \$200 bond required prior to function.  Community Group Meeting Small Luncheon / Dinner						unction.
	_	se specify):					

- **Alcohol Consumption** 
  - To consume alcohol on the premises you require written permission from the Shire of Kondinin.
  - To sell & consume alcohol on the premises you shall apply and pay for an Occasional Liquor Licence from the Department of Sport and Cultural Industries.

\*If you require a Liquor Licence or additional equipment for your event, please complete relevant forms.

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#### **Conditions of Hire**

- 1. All Regular/Casual Booking applications must be signed and returned to either Kondinin or Hyden Shire office prior to the commencement of the Hire.
- 2. The Shire reserves the right to reserve the use of the facility, should it be required for a special purpose of one-off events.
- 3. Cancellation of any Regular booking must be received in writing seven (7) days prior to the date of booking.
- 4. Please note that setting up and clearing away must be done within the time of hire stated on the Venue booking form.
- 5. Areas used must be left in a clean and tidy condition, and rubbish must be placed in the bins provided and placed on the verge ready for collection. For additional bins please contact the Shire.
- 6. The applicant is responsible for cleaning the kitchen (including mopping the floor), vacuuming the floor in the function area and the tables and chairs stacked.
- 7. No Smoking in any part of the building.
- 8. No Decorations or posters are to be attached directly to any walls using blue-tac or sticky tape and all decorations are to be removed.
- 9. Ensure all doors/windows are locked, and heaters, fans and lights are off prior to leaving the venue.
- 10. Anyone found causing wilful damage to any Shire property, or found to have removed or misused Shire property, may be charged to the full extent of the law.
- 11. Damage to Shire property, shall be paid for by any person(s)who wilfully or negligently causes such damage. Person(s) is responsible for damages incurred by dependent guest/children.
- 12. Any damage discovered prior to booking, please report to the Shire; this will ensure that your group will not be held responsible.
- 13. Groups using Shire Venues are to maintain good order and decent behaviour.
- 14. Conditions and guidelines may be changed by the Shire without notice.
- 15. The pizza oven and fire pits shall not be used during the prohibited burning periods (Typically from 1st November to 15th February).
- 16. The pits are not to be used during the prohibited burning period and shall require a permit during the restricted burning periods (Typically from 19th of September to 31st of October and from the 16th of February to 31st of March).

### Declaration

I/We hereby make application for the use of a Shire Venue and will not hold liable the Shire of Kondinin and its agent or employees for any personal injury or loss of property.

I/We have read and understand the above Conditions of Hire and agree to uphold them for as long as the term of this agreement.

I/We will be undertaking cleaning as stipulated in conditions 5 and 6 above YES/NO (if NO a \$65 per hour cleaning fee will be added to booking fee)

Name:	Signature:	Date:	

#### More Information :

**Kondinin Shire Office** 

Phone: 9889 1006

Email: cso@kondinin.wa.gov.au

Address: 11 Gordon Street (PO Box 7) Kondinin WA 6367

**Hyden Shire Office** 

Phone: 9880 5160

Email: hylib@kondinin.wa.gov.au

Address: 12 McPherson Street (PO Box 4) Hyden WA 6359

Office Use Only:	Yes - Date	No - Date
Liquor Licence		
Fees Paid/Waived		
Cleaning Fee Required		
Cleaner Advised		
Officer Taking Booking		
Receipt Number		