



Shire Venue Booking Form

Kondinin, Karlgarin & Hyden Town Halls
Kondinin Bill Smoker Room
Hyden & Karlgarin Recreation Pavilions

Name of Applicant / Club / Group: _____

Contact Person: _____ Phone: _____

Email: _____

Postal Address: _____

Invoice Address: _____

Venue Required: (please tick):

Date(s) & Time(s) Required: (inc. set up & clean up)

- BILL SMOKER ROOM – KONDININ AQUATIC CENTRE
- KONDININ TOWN HALL
- KARLGARIN TOWN HALL
- HYDEN TOWN HALL
- HYDEN RECREATION PAVILION
- KARLGARIN RECREATION PAVILION

Date – From: _____ To: _____

Time – From: _____ To: _____

Number of People (please tick):

- Less than 15
- 41 - 60
- 101 +
- 16 - 40
- 61 - 100

Type of Function (please tick):

- Wedding / Birthday Party / Large Community Event / Sporting Functions - \$200 bond required prior to function.
- Community Group Meeting
- Small Luncheon / Dinner
- Other (Please 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 License from the Department of Sport and Cultural Industries.

Equipment Required (please tick):

Tables

- Rectangle
- Round

How many _____

Chairs

How many _____

Conditions of Hire

1. All Regular/Casual Booking applications must be signed and returned to either Kondinin or Hyden shire office prior to commencement of 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. Please note that setting up and clearing away must be done within the time of hire stated on the Venue booking form.
4. Areas used must be left in a clean and tidy condition, rubbish must be placed in the bins provided. For additional bins please contact the Shire.
5. 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.
6. NO Smoking in any part of the building.
7. NO Decorations or posters to be attached directly to any walls using blue-tac or sticky tape.
8. All Decoration are to be removed.
9. Ensure all doors/windows are locked, 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) are 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.

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.

Name: _____ Signature: _____ Date: _____

Shire of Kondinin

Ph: 9889 1006

Email: cs@kondinin.wa.gov.au

Office Use Only:		
	Yes - Date	No - Date
Fees Paid/Waived		
Cleaning Fee Required		
Cleaner Advised		
Officer taking booking:		