

# SHIRE OF KONDININ

## VENUE BOOKING FORM



Complete the form below to book a Shire venue in the Shire of Kondinin.

Name of Applicant :   
/ Club / Group

Contact Person:  Phone:

E-Mail :

Postal Address :

Invoice Address :

### Please tick the required venue

- |                                                                     |                                                        |
|---------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> BILL SMOKER ROOM – KONDININ AQUATIC CENTRE | <input type="checkbox"/> HYDEN TOWN HALL               |
| <input type="checkbox"/> KONDININ TOWN HALL                         | <input type="checkbox"/> HYDEN RECREATION PAVILION     |
| <input type="checkbox"/> KONDININ PAVILION                          | <input type="checkbox"/> KARLGARIN TOWN HALL           |
| <input type="checkbox"/> KONDININ COMMUNITY GARDEN                  | <input type="checkbox"/> KARLGARIN RECREATION PAVILION |

### What date(s) & Time(s) will be required for your venue booking: (inc set up & clean up)

DATE: FROM:  TO:

TIME: FROM:  TO:

### Number of People (please tick):

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Less than 15 | <input type="checkbox"/> 61 - 100 |
| <input type="checkbox"/> 16 - 40      | <input type="checkbox"/> 101 +    |
| <input type="checkbox"/> 41 - 60      |                                   |

### 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 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+gst 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](mailto: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](mailto: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		