

A Hire Application Form Community Facilities NC Town Hall.



SHIRE OF
MANJIMUP

Name of club / organisation: _____

Community Group / Charity Commercial Hire Private User School Government Organisation

Contact person: _____ Position: _____

Postal address: _____

Email address: _____ Phone: _____

Nature of event: _____ Public Private Number of attendees: _____

Venue: Town Hall Town Hall Kitchen

Type of hire: Casual Ongoing Annual

Date of hire period: _____ to _____ Exclusion dates: _____

Event Booking Times

Set Up / Pack Up Booking Times (if required)

| | | |
|------------------|----------------|----------------|
| Monday | _____ to _____ | _____ to _____ |
| Tuesday | _____ to _____ | _____ to _____ |
| Wednesday | _____ to _____ | _____ to _____ |
| Thursday | _____ to _____ | _____ to _____ |
| Friday | _____ to _____ | _____ to _____ |
| Saturday | _____ to _____ | _____ to _____ |
| Sunday | _____ to _____ | _____ to _____ |

Forms, Permits & Licences

Does your organisation have public liability insurance? Yes No If yes, attach copy of certificate
 Will food be sold, consumed or served during your hire? Yes No If yes, attach permit if applicable
 Will liquor be sold, consumed or served during your hire? Yes No If yes, attach Form D plus liquor licence if required
 Do you wish to apply for a fee discount or bond waiver? Yes No If yes, attach Form D

Hirer Declaration

The information supplied is true and accurate and I agree to the conditions of hire (Form C).
 I understand that this is a request application only, confirmation of booking will be sent once the application has been assessed.
 I understand that under no circumstance are vehicles permitted to be driven or parked on Shire footpaths.

Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

| | | | |
|---|---|---|--|
| Added to calendar: <input type="checkbox"/> | Confirmation sent: <input type="checkbox"/> | Facility bond: _____ | Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Facility hire fee: \$ _____ | | Key bond: _____ | |
| Applicable discount \$ _____ | | Bond total: _____ | <input type="checkbox"/> Paid <input type="checkbox"/> Refunded |
| Cleaning fee: \$ _____ | <input type="checkbox"/> Cleaner notified | Keys required: _____ | <input type="checkbox"/> Booked |
| Music copyright fee: \$ _____ | | Event Liaison notified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | |
| Booking total: \$ _____ | <input type="checkbox"/> Invoiced | Stakeholders notified: _____ | |

Email, post or return completed form to:

PO Box 1 / 37-39 Rose Street, Manjimup WA 6258

T: (08) 9771 7777 F: (08) 9771 7771 E: info@manjimup.wa.gov.au W: www.manjimup.wa.gov.au