

Hire Application Form

Manjimup Wellness & Respite Centre



HIRER INFORMATION			
Hirer name			
Club / organisation		Position	
<input type="checkbox"/> Community Group / Charity <input type="checkbox"/> Commercial Hire <input type="checkbox"/> Private User <input type="checkbox"/> School <input type="checkbox"/> Government Organisation			
Postal address			
Email address		Phone	
Nature of event		<input type="checkbox"/> Public <input type="checkbox"/> Private	Attendees

HIRE REQUEST									
Venue:	<input type="checkbox"/> Conference Room		<input type="checkbox"/> Commercial Kitchen		<input type="checkbox"/> Meeting Room				
	<input type="checkbox"/> Club Room		<input type="checkbox"/> Therapy Room						
Hire type:	<input type="checkbox"/> Casual		<input type="checkbox"/> Ongoing		<input type="checkbox"/> Annual				
Date/s required		to		Exclusion dates					
	Set up			Event times			Pack up		
Monday		to			to			to	
Tuesday		to			to			to	
Wednesday		to			to			to	
Thursday		to			to			to	
Friday		to			to			to	
Saturday		to			to			to	
Sunday		to			to			to	
Do you require access to any of the following? Refer to relevant Facility Profile for further information about available facilities at each venue.									
<input type="checkbox"/> Projector / screen			<input type="checkbox"/> Wifi access			<input type="checkbox"/> Town Hall BBQ Facilities			
<input type="checkbox"/> Tea / coffee / milk			<input type="checkbox"/> Tables: (number)			<input type="checkbox"/> Chairs: (number)			
<input type="checkbox"/> Other:									

KEYS

Do you require keys for facility access? Yes No, I have keys No, I'm working with a group that have keys

FOOD

Will food be sold/provided during your hire? Yes No

If yes, who is providing the food?

If the event is open to the public, and the food is being provided by anyone other than a registered food business, an [Application for Temporary Food Stall Permit](#) will be required. Please complete and submit with this hire application form.

LIQUOR

Will liquor be consumed during your hire? Yes No

If yes, how will the liquor be provided? Sale BYO / Supplied

If the hirer is selling liquor, do you have an existing liquor licence? Yes No

If your event requires a liquor licence a copy must be submitted to the Shire prior to your event.

INSURANCE

Does the hirer hold current public liability insurance? Yes No

If yes, submit a copy with this hire application form.

MUSIC

Will your hire involve the use of commercial music? Yes No

If yes, does your organisation have an existing music licence? Yes No

If yes, submit a copy with this hire application form.

HIRER DECLARATION

I declare the information supplied to be true and accurate and acknowledge that this application is a request only. I have read and agree to the [Terms and Conditions of Hire](#).

Name

Signature

Date

Email or return completed form to info@manjimup.wa.gov.au or 37-39 Rose Street, Manjimup.

Facility hire fees and charges are available at www.manjimup.wa.gov.au/our-documents/fees-and-charges.
More information is available at www.manjimup.wa.gov.au/our-services/venues-for-hire or call (08) 9771 7777.
Confirmation of booking will be sent once the application has been assessed.