

Hire Application Form

Pemberton Community Hub Balang Maya



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"/> Hub Stakeholder		<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"/> RSL Boardroom (Maximum number of people 47)		<input type="checkbox"/> Courtyard (Maximum number of people 150)			
Type of hire:		<input type="checkbox"/> Ongoing		<input type="checkbox"/> Casual			
				<input type="checkbox"/> Annual			
Date/s required		to		Exclusion dates			
NOTE: The Shire <u>MUST</u> be notified if event/activity is expected to end after 10.00pm.							
Day	Set up		Event time			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"/> Kitchen	<input type="checkbox"/> Toilets	<input type="checkbox"/> Other:					

KEYS			
Do you require keys for facility access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, I have keys	<input type="checkbox"/> No, I'm working with a group that have keys

FOOD		
Will food be sold/provided during your hire?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how will the liquor be provided?	<input type="checkbox"/> Sale	<input type="checkbox"/> BYO / Supplied
If the hirer is selling liquor, do you have an existing liquor licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, submit a copy with this hire application form.		

MUSIC		
Will your hire involve the use of commercial music?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, does your organisation have an existing music licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.