



# Facilities Hire Application

*Subject to venue availability community groups and external providers may hire some facilities on a limited basis. The Shire reserves the right to refuse to hire any or all its facilities and to cancel a hire agreement if Shire Terms and Conditions are not met. (Completion of this application does not guarantee your application will be approved)*

## Applicant information

Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

## Event Details

Name of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Venue required: Choose an item.      If other please advise: \_\_\_\_\_

Date required: Choose Date      If more than a few dates please add to end of document. \_\_\_\_\_

Charges: Will there be a charge to register to attend this event: Choose an item. \_\_\_\_\_

Event start time: \_\_\_\_\_      Event finish time: \_\_\_\_\_

Access required from: \_\_\_\_\_      Access required until: \_\_\_\_\_

Number of guests: \_\_\_\_\_      Numbers of cars: \_\_\_\_\_

Wheelchair access: Choose an item.      Acrod Parking Bay/s  Choose an item.

Delivery access: Choose an item.      Re-occurring booking: Choose an item.

Will there be alcohol Choose an item.      Alcohol Choose an item.

**If there is alcohol at the function?** (Permission is required by Shire of Coolgardie and an "Application for the Consumption of Alcohol" form must be completed) Choose an item. (if yes, an application will be sent) \_\_\_\_\_

Self-Catering Choose an item.      Catering Company: \_\_\_\_\_

## Equipment Required

Trestle tables:	<u>Choose an item.</u>	Quantity:	_____
Small table:	<u>Choose an item.</u>	Quantity:	_____
Chairs:	<u>Choose an item.</u>	Quantity:	_____
Urns:	<u>Choose an item.</u>	Size: Large/ Small	_____
Whiteboard:	<u>Choose an item.</u>	Quantity:	_____
Sound System:	<u>Choose an item.</u>	Requirement:	_____
Smart TV:	<u>Choose an item.</u>	Must supply own laptop/USB:	_____
Microphone:	<u>Choose an item.</u>		_____
Lectern:	<u>Choose an item.</u>	Signage Boards:	<u>Choose an item.</u>
Signage Boards Wording:	_____		
External Assistance:	_____		
Other information:	_____		

## Indoor Sports Centre Equipment

Type of sport:	_____		
Basketball Hoops	<u>Choose an item.</u>	Netball Poles	<u>Choose an item.</u>
Volleyball Nets	<u>Choose an item.</u>	Badminton Nets	<u>Choose an item.</u>
Other	_____		_____

## Acceptance of Agreement

If the above booking is approved, I hereby understand and agree to comply in all respects with the Terms and Conditions of Hire by Shire of Coolgardie.

Signature: \_\_\_\_\_

Date: Click here to enter a date.

Layout and Plan or other Information

Theatre – Classroom – U Shape – Boardroom – Other? (Please specify)

Office Use Only

Date Received:	<a href="#">Click here to enter a date.</a>	Applicant advised	_____
Bond:	_____	Other staff	_____
Hire Charge:	_____	Advised	<a href="#">Click here to enter a date.</a>
Entered Dairy	<a href="#">Click here to enter a date.</a>	Calendar	_____
Security Charges	_____	Other	_____
Cleaning Charge:	_____	Cleaner advised	_____
Total Cost:	_____	Manager advised	_____
Approval Date:	_____	Parks and Grounds	_____

Application: Choose an item. by Place Manager \_\_\_\_\_

Application: Choose an item. by CEO \_\_\_\_\_