



PO Box 62 | 90 Hepburn Street
MOUNT MAGNET WA 6638
P (08) 9963 3000 | F (08) 9963 4133
ABN: 14 556 214 295
E shire@mtmagnet.wa.gov.au
www.mtmagnet.wa.gov.au
Please direct all mail to: Chief Executive Officer

VENUE HIRE FORM

HIRER CONTACT DETAILS

Name		Organisation	
Address		Email	
Phone		Mobile	

VENUE REQUIREMENTS

Venue	Please tick ✓	Date/s (From – To)	Time (include set-up/pack-up time)
Anzac Hall	<input type="checkbox"/>		
Recreation Centre	<input type="checkbox"/>		
Other (Please specify)	<input type="checkbox"/>		

EVENT DETAILS

Type of event/activity (please describe)			
Number of People expected to attend?		Is there an entry fee? If so, how much?	
Will alcohol be consumed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will security/crowd control be present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of licence Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have the Police been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by CEO? (Init & Date)	

EQUIPMENT (Figure in brackets represents maximum hire quantity and is included in the hire fee)

Item	Qty	Item	Qty	Item	Qty
Trestle tables (25)		Chairs (250)		Urn (1)	

If other equipment is required, please fill in separate Equipment Hire Form as they will incur additional charges

BOND PAYMENT INFORMATION

Name of Person / Company Paying Bond:

Payment Method	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT	<input type="checkbox"/> Credit Card (Please attend in person or pay over the phone)
	<input type="checkbox"/> Invoice - Purchase Order # _____		

Please note all bonds will be refunded via EFT to nominated bank account of the original payee regardless of method of payment.

VENUE PAYMENT INFORMATION

Name of Person / Company Paying Hire:

Payment Method	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT	<input type="checkbox"/> Credit Card (Please attend in person or pay over the phone)
	<input type="checkbox"/> Invoice - Purchase Order # _____		

CONDITIONS OF HIRE

1. Payment of the bond must be received in full or a purchase order must be provided, not less than 3 business days prior to hire. Bookings will not be confirmed until the bond has been received in full.
2. Payment for the venue hire must be received prior to collection of keys.
3. The hirer is responsible for the orderly behaviour of those who attend the event or function. If there are any incidents of disorderly behaviour that results in damage, the bond may be forfeited.
4. The hirer will be held liable for any damages arising from negligence associated with the event/activity they are holding and are therefore required to ensure they have public liability coverage.
5. No signage or decorations are to be placed in the venue without prior arrangement and approval.
6. Smoking is not permitted in the venue.
7. Pets are not permitted in the venue with the exception of approved assistance animals.
8. If alcohol is to be sold the appropriate license is required from the Dept. of Racing, Gaming and Liquor and a copy must be provided to the Shire of Mount Magnet as part of the application process, plus approval granted by the CEO.
9. Where alcohol is to be consumed you are responsible to ensure adequate measures are in place at the Entry and Exit points to ensure there are no breaches of the Liquor Control Act 1988 and the safety of all attendees.
10. All personal items must be removed.
11. All equipment including tables and chairs must be returned to the storeroom.
12. The venue must be left in a **clean and tidy condition**. Cleaning equipment can be found in the storeroom.
13. On departure, the venue must be locked with all doors and windows secure.
14. Keys are to be returned on completion of the event. Next business day if event is held on a weekend – extra daily charge may be incurred.
15. The bond will be refunded after a final inspection has been conducted. If the bond was paid with a debit/credit card, the bond will be refunded by EFT and you will need to provide your BSB and Account number when the venue keys and equipment is returned. Bond paid by cash will be refunded in cash.
16. All costs for losses, damage or cleaning will be deducted from the bond. If costs exceed the bond, then the hirer will be charged the difference. If a purchase order was used to secure the bond, an invoice will be raised. The Shire reserves the right to refuse any application for hire.
17. The Shire reserves the right to waive the venue hire fee for community groups upon application to the CEO, however this does not include the bond.
18. **COVID 19 Restriction Requirements** – it is an additional condition of Venue Hire that the ‘Hirer’ be aware of current COVID 19 social distancing requirements. In particular the Hirer should be aware when making the Declaration that they are responsible for monitoring venue users in accordance with the 2 sq/metre rule and that no more than the limit of persons gathering is exceeded.

HIRER DECLARATION

I acknowledge that I have read the Conditions of Hire and agree to abide by them.

Name		Organisation	
Signature		Date	

OFFICE USE ONLY

PRIOR TO HIRE

Payment of Bond Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt Number	
Payment of Venue Hire Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for non-payment	
Receipt / Invoice Number <i>(delete whichever not applicable)</i>	
Application Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Officer Signature	
Date	
Inspection Conducted By	
Date Inspection Conducted	

POST HIRE

Inspection Conducted By	
Date Inspection Conducted	
Bond to be Refunded	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Non-refund / Invoice to be raised	
<input type="checkbox"/> Cleaning	\$
<input type="checkbox"/> Damage	\$
<input type="checkbox"/> Equipment not put away	\$
<input type="checkbox"/> Shire Labour ____ hrs	\$
<input type="checkbox"/> Key not returned	\$
Total Amount to be Withheld / Invoiced	\$
Invoice Number	

VENUE HIRE FORM

PRIOR TO HIRE

Email Received (DD/MM/YY)	(Init and Date)
Calendar Checked Availability	(Init and Date)
Confirmation Email Back to Hirer (DD/MM/YY)	(Init and Date)
Complete Office Use Only	(Init and Date)
Entered into Outlook Calendar (Venue Hire) <ul style="list-style-type: none"> · Venue – Name – Phone Number · Copy and Paste Email across to Venue Calendar Booking · Invite Attendees – Works Manager and Depot 	(Init and Date)
Photocopy and place Copy in Depot Pigeon Hole	(Init and Date)
File original in Venue Hire Folder	(Init and Date)

POST HIRE

Venue Inspected (DD/MM/YY)	(Init and Date)
Bond Released (DD/MM/YY)	(Init and Date)
Invoiced Raised (if Any) (DD/MM/YY)	(Init and Date)

Once all above have been completed, scan and archive off form