



APPLICATION FORM FACILITY HIRE

FORM 77

Date stamp

Part 1 Applicant Details (must be over the age of 18 years)

Organisation Name

Applicant Name

Residential Address

Date of Birth

Mobile Number

Home Phone

Email

Part 2 Purpose of Hire

Part 3 Type of Organisation

Registered Charitable Organisation

Commercial

Community

Sporting Group

Part 4 Venue Required

Dardanup Hall – Complete Facility

Dardanup Community Centre

Dardanup Hall – Main Hall Only

Dardanup Hall – Lessor Hall Only

Booking Requirements

Expected Number of People

Part 5 Date(s) and Time(s) of Hire – including set up/clean up time

	Date From	Date To	Time From	Time To
<input type="checkbox"/> Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exclusion Dates

PLEASE NOTE: Annual bookings must re-apply 1st July each year

Part 6 Liquor Licence/Alcohol Consumption

Alcohol will be consumed on premises? Yes - Complete Form 50 No

Alcohol will be sold on premises? Yes - Approval from Court House is required No

Number of People in Licensed Area

Part 7 Will the general public be involved?

Yes No

Expected Number of People

Part 8 Will food or drinks be for sale during event/activity?

Yes No

If yes, a Shire of Dardanup Temporary Food Permit maybe required.

Part 9 Bank Account Details (for return of Hall Bond and Key Bond)

Bank Code (6 digits) Account Number

Account Name

Email (for payment remittance advice)

Please note: refund of bond monies are to be made in accordance with Council's Payment of Accounts Policy (CP035) which states that payment will be made via EFT (or in exceptional instances by Cheque).

Part 10 Public Liability Insurance

The Shire of Dardanup's insurers do not provide Public Liability coverage for any person or group of persons that are an Association, Corporation, a Sporting Body, Club, Business or Incorporated Body who hire a Shire facility.

The Shire of Dardanup requires hirers to take out Public Liability Insurance, with a minimum cover of \$10 Million to protect their group from any damage or injury that may occur. When required, evidence of Public Liability cover must be provided prior to commencement of hire.

For Community Groups meeting for craft purposes, mother groups or groups meeting for a passive nature or Community Groups hiring Shire of Dardanup facilities LESS THAN 12 times per year are covered under the Shire of Dardanup's Public Liability coverage.

However, Community groups that hire Shire of Dardanup facilities MORE THAN 12 times per year, have no Public Liability insurance under the provisions of the Shire of Dardanup Public Liability insurance.

Please see enclosed Brochure should you require assistance in obtaining Public Liability Insurance.

I acknowledge I have read and understand the above conditions of hire in regard to Public Liability insurance coverage provided by the Shire of Dardanup.

Signed Date

Part 10 OFFICE USE ONLY

Insurance Indemnity Attached Officer Name

Bookings Updated Date

Letter of Approval Sent

Payment Received or Debtor raised; Receipt Number

Key Bond (TKEY)

Hall Bond (THIRE02)

Any further information:

FACILITY HIRE Checklist Form

Please tick

- I am over 18 years of age
- I have read the Facility Hire Application Package
- I have completed Form 77 - Facility Hire Application Form (please note all applications for Facility Hire must be on this form)
- I have attached the following documentation:
- Certificate of Currency for Public Liability Insurance IF REQUIRED (see application package for more information)
- Requested hire dates and times (please ensure the requested times include adequate set up and pack up times)
- Copy of current WA Driver's License or Photo ID that displays current address
- Certificate of Corporation (if applicable)
- Details of authorised persons who may make amendments on hirers behalf
- I have signed Form 77 – Facility Hire Application Form
- I have completed the COVID Checklist for venue hire and understand it is the responsibility of the hirer to ensure all State Government Directions are met.

Please submit Form 77 – Facility Hire Application Form to the address below.

Shire of Dardanup
PO Box 7016
EATON WA 6232

Phone: 9724 0000
Fax: 9724 0091
Email: records@dardanup.wa.gov.au



Shire of Dardanup

FACILITY HIRE

Terms and Conditions of Hire

GENERAL CONDITIONS

1. The Hirer must be at least 18 years of age. Proof of age may require verification at the discretion of Shire of Dardanup officers.
2. The Hirer is responsible for the cost of making good any damage in connection with the hire booking.
3. The Hirer undertakes that in connection with the use or occupation of the premises the Hirer will not permit or suffer anything to be done which is disorderly, offensive or illegal.
4. The Hirer is responsible for ensuring that children are adequately supervised by a responsible adult at all times.
5. The Hirer is responsible for the behaviour of all persons attending the premises at any time in connection with the Hirer's booking. This will include instructing all such persons to leave quietly within the stipulated times.
6. Setting up / dismantling, may only be done during the period of the hire booking. Using or occupying the area under hire outside the period of the booking may result in the levying of a further fee.
7. Shire of Dardanup reserves the right to have priority to use the premises for certain functions throughout the year. The Shire of Dardanup will endeavour to provide a minimum of a 30 days' notice to any Hirer who is required to give up their booking in the above circumstances. The Shire of Dardanup will make all reasonable attempts to relocate the booking.
8. No food, drinks or snacks are to be sold on the premises without prior approval from the Shire of Dardanup Health Department.
9. Shire of Dardanup officers may request the removal of any Hirer or person attending the premises at any time in connection with the Hirer's booking found to be in breach of these Terms and Conditions of Hire.
10. Annual bookings must be renewed by 1st July every year.
11. Events are not allowed to proceed beyond 11.00pm.
12. The key may be picked up from Shire of Dardanup offices the working day before hire of facility; this is subject to hire fees and bond having been paid in full.
13. Key to be returned promptly on the very next working day.
14. Number of persons are limited to 200 persons in the Dardanup Hall at any one time.
15. As the venue hirer, you are deemed to be in charge of the venue and therefore responsible for ensuring State Government COVID directions are met. Refer to the information sheet "accepted proof of vaccination" on what information needs to be provided by your attendees to attend your event.

BOND

16. A facility hire bond of \$1000.00 for Hall bookings is required 14 days prior to hire to confirm the booking.
17. Bond will be held should the following occur:
 - Damage to Building or Equipment
 - Additional use of Building outside of hired booking
 - Loss of Keys
 - Extra Cleaning Services
 - Breach of conditions of hire
18. The hirer will be responsible for any costs that exceed the bond amount.
19. The bond may only be refunded to the person who made the booking.
20. Bond will be withheld in the event the building is not secured on vacating the building.
21. Bond will be withheld in respect of any anti-social behaviour attributed to patrons of the function, or a Shire of Dardanup officer is called due to any community complaint.

INSURANCE

22. The Shire of Dardanup insurers does NOT provide Public Liability Insurance cover for Hirers.
23. The Shire of Dardanup will not be held liable for personal injury, loss or damage of personal items or property by the Hirer or persons connect with the Hirers booking.
24. The Hirer must effect and maintain public liability insurance (however described):
 - a. Covering the Hirer's legal liability for:
 - i. Damage to any real or personal property; and
 - ii. Injury to, or death of, any person,
 - iii. Arising out of the use or occupation of the premises by the hirer or the performance of its obligations under these Terms and Conditions; and
 - iv. with a limit of indemnity in relation to legal liabilities relating to the use or occupation of the premises by the hirer or the performance of its obligations under these Terms and Conditions of not less than \$10,000,000 (Ten Million Dollars) for each occurrence;
25. The Hirer must maintain that insurance policy for the duration of the hirer's, or any other person's, use or occupation of the premises in connection with the Hirer's booking;
26. The Hirer must effect and maintain that insurance policy with an insurer which is, or with insurers which are, rated by Standard & Poor's or AM Best as "A-" or higher, and which is or are authorised to carry on insurance business in Australia by the Australian Prudential Regulation Authority.
27. A copy of your certificate of currency must be presented to the Shire of Dardanup on request. The Certificate of Currency must state:
 - a. What the Policy Covers
 - b. Conditions of Coverage
 - c. Geographical Limits of the Cover
28. The Hirer must effect and maintain workers' compensation insurance if required by (and, if so, in accordance with) relevant laws.
29. The Hirer shall not do or omit to do anything that would constitute a breach of the insurance policy and entitle the insurer to cancel or void the contract or reduce its liability for a claim to which the insurance policy otherwise responds;
30. The Hirer shall not do or omit to do anything which might vitiate, impair or derogate from the cover under either or both of those insurance policies or which might prejudice any claim under either or both of those insurance policies;
31. The Hirer will promptly pay any deductible or excess payable or retained in connection with any claim made in respect of any liability or risk covered by either or both of those insurance policies; and immediately notify the Shire of Dardanup in writing of any occurrence that may give rise to a claim under either or both of those insurance policies and thereafter keep Council informed of developments concerning the claim.

CANCELLATIONS

32. All cancellations must be received in writing (or by email) by the Shire of Dardanup no less than 7 days prior to cancellation date.
33. Cancellations received with a minimum 7 days' notice will receive a 100% refund (or reduction in liability) of facility hire fees.
34. Cancellations received with less than 7 days' notice will remain liable for 100% of the contracted fee.
35. The Hirer cannot assign, or sub-hire the booking.

EMERGENCY/FIRST AID

36. The Hirer is responsible for first aid for persons connected to the hirer's booking. And in the event of an emergency, has appropriate measures in place to handle any given situation.
37. The Hirer must take direction from Shire of Dardanup officers in the case of an emergency.

ALCOHOL

38. No alcohol is to be consumed within any Shire of Dardanup land or premises without prior consent to consume liquor on Shire of Dardanup premises. Prior approval is required in writing from the Chief Executive Officer.

FEES AND CHARGES

39. The Hirer is liable for fees and charges.
40. Invoices are payable in full.
41. Fortnightly direct debit instalments are available for long term hire arrangements. Payment arrangements may be made by contacting Shire of Dardanup Debtors Officer - 9724 0018.
42. Shire of Dardanup reserves the right to cancel the contract if the Hirer fails to pay amounts owing under the contract or agreed Direct Debit plan. Failure to pay may jeopardise future bookings with the Shire of Dardanup hire facilities.

DECORATIONS

43. The Hirer is not permitted the use of any adhesive materials to secure signs, posters or decoration on any internal or external wall or floor surfaces. Nails, screws or any other fastenings must not be driven into or attached in any way to the walls, floors, timberwork, furniture or fittings. The Hirer is liable to Council for full restoration and repair costs in connection with any damage resulting from this action.
44. The hirer must obtain Shire of Dardanup approval for the erection of any signs outside the premises.

FURNITURE AND EQUIPMENT

45. The hirer is responsible for the cost of making good any damage caused to the premises, furniture or fittings during the course of the Hirer's use or occupation of the premise.
46. The Hirer must report immediately to the Shire of Dardanup in writing any damaged or dangerous electrical fittings and ensure that steps are taken to prevent use of the same until repaired.
47. The setting up of tables, chairs and other equipment is the responsibility of the Hirer.
48. Shire of Dardanup owned furniture and fittings must not be removed from the premises.
49. All equipment belonging to the Hirer shall be contained neatly within the agreed area.
50. Any equipment brought onto Shire of Dardanup premises for use by the Hirer in connection with the hire booking shall comply with prevailing Occupational Health & Safety laws and regulations.
51. Prior approval in writing is required from Shire of Dardanup for any equipment to be stored on the premises. The Hirer is responsible for any equipment and/or goods stored should approval be obtained.

SMOKING/NAKED FLAMES

52. The Hirer is responsible for ensuring no smoking on the premises.
53. Sparklers and/or naked flames are not permitted within the premises.

HALL CLEANING REQUIREMENTS

54. Entrance and Halls
 - a. Floors to be swept/ mopped of any dirty marks
 - b. All rubbish to be placed in external bins
55. Kitchen Area
 - a. All rubbish to be removed and placed in external bins
 - b. Work surfaces, benches and cupboards to be wiped down
 - c. All appliances to be turned off after use
 - d. Fridge to be thoroughly cleaned and all food items removed
 - e. Floors to be swept and washed
 - f. Stove/ Sink/ Microwave to be left clean
 - g. Splash backs and walls to be wiped
56. Toilets
 - a. All rubbish to be removed and placed in external bins
 - b. Benches to be left clean and tidy
 - c. Floors to be swept and washed
 - d. Any accidents/ spillage to be thoroughly cleaned
57. General
 - a. Cleaning Brooms and Mops are kept in the storeroom
 - b. Must provide own cleaning products
 - c. Tables, Chairs etc to be folded and neatly packed away in storage room
 - d. All heaters, fans to be turned off
58. Final Check and Exit
 - a. All external doors and windows to be checked to ensure they are locked or secured
 - b. A final check of all electrical appliances to ensure they are turned off
 - c. Ensure main door is properly locked before exiting building
 - d. Return keys promptly on next week day