



application to hire council facility & liquor permit

to be completed by the applicant

I, _____ (applicant's full name)

of _____ (applicant's postal address)

on behalf of _____
(Name of organisation – if applicable)

wish to conduct a _____ (function type)

for approximately _____ persons.

Venue _____ hall/pavilion/oval

Date _____ Time _____ am/pm to _____ am/pm

Is this a recurring booking? YES

Any changes to regular bookings MUST BE ADVISED IN WRITING.

If YES, please notify excluded days such as School Holidays or other dates applicable to your activity.

Liquor **WILL/WILL NOT** be consumed. (please circle which is applicable)

Please note: if alcohol is to be consumed at the Council facility, a fee of \$20.00 will be charged and a permit will be issued to the above applicant.

Liquor **WILL/WILL NOT** be sold. (please circle which is applicable)

Please note: if liquor is to be sold, a second permit must be obtained from the Office Of Racing, Gaming & Liquor. This must be organised at least 14 days prior to the event.

Applicants phone number _____ (business hours) _____ (A/H)

SIGNATURE _____

Please note: Applications for both hire of facility and liquor permit will only be granted to persons 18 years or older of age. Identification may be required.

PLEASE RETURN THE COMPLETED AND SIGNED APPLICATION, CONDITIONS AND EMERGENCY PROCEDURES WITH PAYMENT TO SECURE YOUR BOOKING. BOOKINGS MADE WITH LESS THAN 2 WEEKS NOTICE ARE NOT GUARANTEED. PLEASE CHECK ON AVAILABILITY PRIOR TO LODGING THIS APPLICATION.

OFFICE USE ONLY

Hire Fees	\$	Bond	\$	Liquor Y / N	Receipt	Date Paid	
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*serpentine jarrahdale shire, 6 paterson st, mundijong
ph: 08 9526 1111; fax: 08 9525 5441; www.sjshire.wa.gov.au; info@sjshire.wa.gov.au
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FEES & CHARGES 2011/2012

	Price Exclusive GST	GST	Price Inclusive GST
<u>Hall & Pavilion Hire Fees & Charges</u>			
<i>Byford Hall, Briggs Park Pavilion, Bruno Gianatti Hall, Clem Kentish Hall, Eric Senior Pavilion, Mundijong Pavilion and Oakford Community Hall, Mundijong Scout Hall, Mundijong Hall, "The House" – Mundijong.</i>			
<u>Halls & Pavilions Hire Fees & Charges – Corporate or Commercial Groups</u>			
Hall Hire - Daytime use (before 6pm)/hrly rate	32.50	3.25	35.75
Hall Hire - Evening use (after 6pm)/hrly rate	44.00	4.40	48.50
Kitchen/Bar - Daytime Use (before 6pm)/hrly rate	11.00	1.10	12.10
Kitchen/Bar - Evening Use (after 6pm)/hrly rate	11.00	1.10	12.10
Meeting Room/hourly rate	27.50	2.75	30.25
*Bonds apply – see below			
<u>Halls & Pavilions Hire Fees & Charges - Private Use</u>			
Hall Hire - Daytime use (before 6pm)/hrly rate	28.60	2.86	31.46
Hall Hire - Evening use (after 6pm)/hrly rate	37.40	3.74	41.14
Kitchen/Bar - Daytime Use (before 6pm)/hrly rate	11.00	1.10	12.10
Kitchen/Bar - Evening Use (after 6pm)/hrly rate	11.00	1.10	12.10
Meeting Room/ hourly rate	22.00	2.20	24.20
*Bonds apply – see below			
<u>Halls & Pavilions Hire Fees & Charges - Local Community Groups</u>			
Hall Hire - Daytime use (before 6pm)/hrly rate	22.00	2.20	24.20
Hall Hire - Evening use (after 6pm)/hrly rate	28.60	2.86	31.46
Kitchen/Bar - Daytime Use (before 6pm)/hrly rate	11.00	1.10	12.10
Kitchen/Bar - Evening Use (after 6pm)/hrly rate	11.00	1.10	12.10
Meeting Room / hourly rate	17.00	1.70	18.70
*Bonds apply - see below			
<u>Bonds</u>			
Bond (Briggs Park Pavilion/Eric Senior Pavilion/Oakford Community Hall)	700.00	-	700.00
Bond - Sale/Consumption of Alcohol (Briggs Park Pavilion/Eric Senior Pavilion/ Oakford Community Hall)	1200.00	-	1200.00
Bond (all other halls/pavilions)	500.00	-	500.00
Bond - Sale/Consumption of Alcohol (all other halls/pavilions)	700.00	-	700.00
<u>Permits</u>			
Liquor Permit - Single Event Only	18.18	1.82	20.00
Gaming Permit – Single Event Only	18.18	1.82	20.00



FEES & CHARGES 2011/2012

<u>OVALS/SPORTING FACILITIES - CASUAL HIRE - Corporate/Private</u>	Price Exclusive GST	GST	Price Inclusive GST
Ovals	324.09	32.41	356.50
Mundijong change rooms and oval	290.00	29.00	319.00
Briggs Park change rooms and oval	290.00	29.00	319.00
Briggs Park change rooms only	70.00	7.00	77.00
Jarrahdale oval	256.00	25.60	281.60
Serpentine sports ground (Karnup Road)	330.00	33.00	363.00
Serpentine Oval (located next to Clem Kentish Hall)	260.00	26.00	286.00
NB: Horses & Livestock are only permitted on Serpentine Sports Ground			
<u>OVALS/SPORTING FACILITIES - CASUAL HIRE - Community/Local</u>			
<u>Groups</u>			
Ovals	190.00	19.00	209.00
Mundijong change rooms and oval	220.00	22.00	242.00
Briggs Park change rooms and oval	220.00	22.00	242.00
Briggs Park change rooms only	55.00	5.50	60.50
Jarrahdale oval	190.00	19.00	209.00
Serpentine sports ground (Karnup Road)	260.00	26.00	286.00
Serpentine Oval (located next to Clem Kentish Hall)	190.00	19.00	209.00
NB: Horses & Livestock are only permitted on Serpentine Sports Ground			
<u>Oval Bonds</u>			
All hires, including season bookings, to pay a bond of \$350.00 to cover cost of cleaning and/or damage. This is to be refunded if the grounds are left in a satisfactory condition.			

MAXIMUM OCCUPANCY DETAILS:

Byford Hall – 150 people, **Briggs Park Pavilion** – 234 people, **Bruno Gianatti Hall** – 278 people, **Clem Kentish Hall** – 300 people, **Eric Senior Pavilion** – 150 people, **Mundijong Pavilion** – 150 people, **Oakford Community Centre** – 60 people

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conditions of facility hire

- ◆ The amount of hire shall be lodged with Council at the time of the application for the hire of the facility. If a hirer cancels the booking fourteen days before the date of hire, then a full refund can be made. If a hirer cancels less than fourteen days before the date of hire, 25% of the charge is retained and 75% refunded. If a hirer cancels seven days before the hiring date, no money will be refunded.
- ◆ In the event of two or more applications being received for the hire of any facility or property at once, at the same time and date, the Council may, without considering priority of the application, determine which applicant the hiring of the facility or property shall be granted.
- ◆ No person shall bring or cause to be brought any alcoholic beverage to or upon any portion of any facility or property nor shall any person consume the same thereon unless expressly permitted in writing by the Council.
- ◆ No person shall interfere with or cause interference to the electrical system or noise monitors in any facility or property.
- ◆ The council may at any time cancel any agreement for the hiring of the whole or any portion of any hall, building, equipment or property. Notice of a cancellation shall be given at the earliest possible date and the relevant amount shall be refunded.
- ◆ Council may terminate a hiring should these provisions not be complied with. The hirer shall not be entitled to a refund on any amount paid to Council for the hire of the facility or property, or any part thereof and Council shall not be responsible for any loss or damage, which may have been incurred as a result.
- ◆ Any person who has hired a facility or property from the Council shall be responsible to maintain and keep good order and decent behaviour within such facility or upon such property. The hirer shall be solely responsible for the carrying out of all conditions imposed and to ensure compliance with requirements of the council. In addition, the hirer shall be responsible for any damage, which may be caused to any part of the facility or property. The bond will be refunded at the discretion of Council if no damages are reported and the facility is left in a clean and tidy condition.
- ◆ It is the responsibility of the hirer to pick up the key before close of business the day before or on day of the hire. The hirer will return the key the next working day at 8.30am or as near as possible to that time. If the key has not been acquired, the Council does not hold any liability or responsibility to the access to the facility or to the hirer.
- ◆ Council's cleaning contractor will clean the facility at least 2 hours prior to the commencement of the hire for a specific function. Users regularly hiring a facility are to note that the cleaner will clean at least once per week.
- ◆ Any person/party who has hired a facility or property from the Council shall be responsible for any excess on Council's insurance policy resulting from any accident/damaged caused.
- ◆ Prior to conclusion of each hire, the hirer is responsible for ensuring that **ALL** windows and doors are locked/secure.
- ◆ The hirer will abide by any displayed guidelines in regard to facility and or kitchen use.

Notes for Hirer

- All rubbish must be put in the outside rubbish bins, not left in the hall.
- All stoves, warming ovens, fridges to be checked for food and the urn emptied. All kegs, bottles and private catering equipment must be removed on departure.
- All floors to be swept and mopped as necessary and Council owned kitchen equipment and crockery to be cleaned and stored tidily. **Cleaning equipment may not be available in all facilities.**
- Chairs, tables/trestles must be replaced where found. (Chairs to be put in stacks of 10 or as specified)
- All Council facilities are **NON SMOKING VENUES**
- All community groups who prepare or handle food in anyway are encouraged to acquaint themselves with the National Food Safety Standards. Access to this information can be gained via website: <http://www.foodstandards.gov.au> Additionally, SJ Shire Staff may assist groups to access relevant information.
- **As a courtesy to the future users of the facility, please report any damage to the building and its fixtures or where Council supplied equipment/facilities were not serviceable.**

I have read and will abide with the above conditions for hire of the Council's facility.

Signed

_____/_____/_____
Date

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Emergency Procedures

1 PLANNING THE FUNCTION AND/OR UPON ARRIVAL AT THE FACILITY

- 1.1 Take note of the location of any (pay) telephone within the centre or nearby outside of the centre, exits, fire alarms, and potential (safe) outdoor assembly area. (Please advise the Council if the public telephone is not working where one is available or if any exits, exit signage, etc is faulty.)
- 1.2 Note that the facility being hired may already have a formal emergency plan if it adjoins a larger centre. Please note these details as appropriate
- 1.3 Try to note how many persons are under supervision or in attendance at the facility.

2 EMERGENCY PROCEDURES - IN CASE OF FIRE AND/OR EXPLOSION

- 2.1 Activate alarm (if fitted). Where there is no automatic alarm fitted in the centre, the hirer or lease holder will be required to initiate an evacuation by the use of loud, clear voice commands.
- 2.2 Ensure the safety of people, attend to injured persons.
- 2.3 Evacuate building by nearest exit.
- 2.4 **TELEPHONE 000 AND ASK FOR FIRE/POLICE/AMBULANCE.**
- 2.5 Attempt to fight the fire with the appropriate fire extinguisher if it is safe to do so and the operator is trained and competent in its use.

Prepare to give the following details:

Location : _____

Nearest main intersection: _____

- 2.6 Assemble outdoors at a predetermined safe assembly area (**Note:** avoid car park areas, move away from any structures, avoid powerlines or known utility services locations such as gas and water mains).
- 2.7 Conduct a head count (i.e. try to account for everyone).
- 2.8 Do not re-enter the building or its immediate vicinity.
- 2.9 Advise Council of the fire at the hirers earliest possible convenience.

3 OTHER EMERGENCIES (VIOLENCE, PHYSICAL THREATS, ETC)

- 3.1 Contact appropriate Emergency Service.

AMBULANCE / RESCUE / POLICE IN URGENT SITUATIONS - DIAL: 000

4 IN CASE OF EARTHQUAKE OR SEVERE STORM (CYCLONE):

- Stay indoors.
- Take shelter - under tables, doorway, etc.
- Stay away from windows, overhead fittings etc.
- Wait for instructions from responding Emergency Services.

5 IN CASE OF A BUSHFIRE IN THE IMMEDIATE AREA:

- Stay indoors.
- Monitor the situation.
- Do not leave the facility unless it is immediately threatened or as instructed by Emergency Services.

6 FIRST AID RESOURCES

Please note that it is the responsibility of the hirer to provide a first aid kit.

I have read and understood this document as provided.

SIGNED

_____/_____/_____
DATE

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