

This form is an application only. Bookings are not confirmed until approval is issued by the Shire. Applications must be submitted at least fourteen (14) days before the proposed booking date.

Booking Contact Details

Contact Name:					
Name of Organisation:			Name of Event:		
Address:				Postcode:	
Contact Mobile Number:			Work Number:		
Email:					

Bond Refund Details

Bank Account Name:			
BSB:		ACC:	

Event Details

Number of attendees:					
Family: <input type="checkbox"/>	Sporting: <input type="checkbox"/>	Community: <input type="checkbox"/>	Commercial: <input type="checkbox"/>	Party: <input type="checkbox"/>	Fundraising: <input type="checkbox"/>
Other (specify):					

Please tick both facility and room/s that require booking:

Recreation Centre:		Reserves:		Public Open Space:		Other Facilities:	
<input type="checkbox"/>	Function Room	<input type="checkbox"/>	Town Oval	<input type="checkbox"/>	Rotunda / foreshore	<input type="checkbox"/>	Town Hall
<input type="checkbox"/>	Function Kitchen	<input type="checkbox"/>	Old School Oval	<input type="checkbox"/>	Ken Austic Square	<input type="checkbox"/>	Pavilion
<input type="checkbox"/>	Courts	<input type="checkbox"/>	Old School Stage	<input type="checkbox"/>	Swimming Pool Number of lanes: _____ Number of tables, chairs and bins : _____		
<input type="checkbox"/>	1	<input type="checkbox"/>	2				

Booking times must include set-up and clean-up. All functions must finish by midnight. Cleaning must be completed before leaving the premises, unless next-day cleaning is approved by the Shire.

Day:	Date:	Start:	Finish:

Other Details

<i>Please tick each that applies:</i>					
<input type="checkbox"/>	Alcohol will be consumed	<input type="checkbox"/>	Alcohol will be sold	<input type="checkbox"/>	Food and/or drinks will be sold
<input type="checkbox"/>	Children/Adult rides	<input type="checkbox"/>	Animals on show	<input type="checkbox"/>	Animal rides
<input type="checkbox"/>	Vehicle access required	<input type="checkbox"/>	Structures erected (tents, marquees, enclosures, spectator stand)		

Wi-Fi Access (Recreation Centre):

Wi-Fi access may be available during your hire. Please indicated if would like access details provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Conditions of Hire

The Conditions of Hire must be read carefully. It is retained for your information. A signature agreeing to accept the Conditions of Hire is part of the Declaration below.

Public Liability Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------	--

Fees, Bonds, Payments & Keys

Fees and Bond:	See current Fees and Bond Charges on the Shire website: www.boddington.wa.gov.au . Final hire fees and bond are due 14 days before your booking. Bookings made within 14 days of the event require Manager approval.
How to Pay:	Pay at the Shire of Boddington Administration Building; 39 Bannister Road, Boddington WA 6390; Weekdays from 9:00 am to 4:30 pm.
Bond Returns:	Bonds are returned to the contact person on this form by cheque (post) or EFT, subject to the conditions of Hire. Allow for minimum of fourteen (14) days for processing.
Keys:	Collect keys from the Administration Building (as above) on the day of your booking or one working day prior. Return keys the Administration Building (as above) on the day of your booking or one working day prior.

Declaration

I accept responsibility for ensuring compliance with Local Laws and conditions pertaining to the use of Council Property on behalf of the above named club/organisation/person and accept the Conditions of Hire provided with this form:

Name:		Date:	
Signature:			

Please ensure you have read the Conditions of Hire below carefully, prior to completing the form.

Office Use ONLY

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Applicant Notified:	Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail
Bond Payable: \$	Fee Breakdown:	
Total Hire Fee:	Receipt/Invoice Number:	
Date Booking Entered:	Officer Name:	
Key Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No	Appropriate staff notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff Notified:	Reason:	

CONDITIONS OF HIRE

General

All bookings are subject to the Hirer's compliance with all applicable legislation, including Council policies, local laws and regulations. The Hirer must be at least 18 years of age. Council may refuse or cancel any booking where use is not in the best interests of the facility.

Cancellations

Written notice is required.

- Cancellation **3 or more days prior**: full refund of hire fees
- Cancellation **less than 2 days prior**: no refund

Fees, Bonds and Insurance

Hire fees and bonds are set by Council and may change without notice. Full payment of hire fees and applicable bonds is required **no later than 14 days prior** to the booking; bookings are not confirmed until payment is received. Council may deduct costs for cleaning, damage, reinstatement or breaches of conditions from the bond, with additional costs recoverable from the Hirer if required.

Where keys are issued, a **\$120 key bond** and **\$120 cleaning bond** apply.

Sporting associations and incorporated bodies must provide evidence of **Public Liability Insurance of not less than \$10 million**.

Alcohol

Alcohol may only be consumed with **written approval from the CEO**, subject to compliance with the **Liquor Control Act 1988**, including no service to persons under 18 years. Permits expire no later than **1:00am**. Where alcohol is sold, the Hirer must obtain the appropriate liquor licence from the Department of Racing, Gaming and Liquor.

Use of Facilities, Damage and Cleaning

The Hirer is responsible for reporting any damage or faults and for all costs arising from their use. Facilities must be vacated, cleaned and restored within the approved hire period. All rubbish must be removed, crockery washed, furniture returned, and no fixtures, fittings or surfaces damaged. Decorations are permitted only with approval and must not be fixed or cause damage.

Noise, Behaviour and Smoking

The Hirer is responsible for patron behaviour and compliance with the **Environmental Protection (Noise) Regulations 1997**. Smoking is prohibited in enclosed spaces. Music and entertainment must cease by **midnight** unless prior written approval is granted.

Council officers may terminate the hire immediately for non-compliance, with call-out costs deducted from the bond.

Capacity and Safety

Maximum occupancy limits must not be exceeded in accordance with **Section 178(1) of the Health Act 1911**. The Hirer must take reasonable steps to ensure public safety, disability access, and orderly conduct.

Reserves and Public Open Space

No vehicles, ground penetration, or damage to services is permitted without approval. Use of reserves, change rooms and lighting must cease by **10:00pm** unless otherwise approved. Temporary structures and portable goals require Shire approval and remain the Hirer's responsibility.

Special Events

A [Special Event Application](#) will be required if you answer yes to any of the following:

- The event will be held on Shire of Boddington land, or in a Shire-managed venue.
- The event is open to the public.
- The event will attract over 500 people.
- The Shire has determined, at its discretion, that the event requires an application.

Permits and Fire Safety

Food sales, temporary food stalls and activities involving naked flames require prior approval and relevant permits. Approved fire control equipment must be provided where required.

Wi-Fi Access

Users are responsible for lawful use, protecting their devices and information, and accepting that the Shire does not guarantee security or performance, nor accept liability for any loss, damage or disruption arising from its use.

Shire Rights

The Shire reserves the right to close or cancel use of any facility or reserve due to emergencies, maintenance, or official Council functions.