

BOOKING FORM

CASUAL HIRE OF SHIRE EQUIPMENT

This form is an Application only and must be submitted a minimum of 14 days prior to your booking date.

Name of Contact Person:						
Name of Club or Organisation:						
Name of Event (if Applicable):						
Address:				Postcode:		
Contact Numbers:	Hm:	Wk:	Mob:			
Email:						
Bond Returned to:			Cheque <input type="checkbox"/>	EFT <input type="checkbox"/>		
For EFT Account Name:			BSB	ACC		
Type of Event	<input type="checkbox"/> Family	<input type="checkbox"/> Sporting	<input type="checkbox"/> Community	<input type="checkbox"/> Commercial	<input type="checkbox"/> Party ___yrs	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Other, please identify						
<input type="checkbox"/> Trestle Tables	How many?					
<input type="checkbox"/> Chairs	How many?					
<input type="checkbox"/> Shire of Boddington Marquee						
<input type="checkbox"/> Marradong Country Marquee						
<input type="checkbox"/> PA System with speakers						
<input type="checkbox"/> Screen						
<input type="checkbox"/> Urn						
Date	Start		Finish			

Please see 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.

Hire Fees and Bonds

For Fees and Bond Charges please refer to the Shire of Boddington's website www.boddington.wa.gov.au. Final hire fees and bond payments are required 14 days prior to the booking. Payments are to be made at the Shire of Boddington's Administration Building, 39 Bannister Road, Boddington, between 9:00am and 4:30pm weekdays.

Bookings made less than 14 days prior to the event date are subject to Manager Approval.

BONDS will be returned either by cheque via the post or EFT, subject to the Conditions of Hire. This process will take a minimum of 2 weeks. Bonds will be returned to contact person on this form.

Equipment Collection and Return

Where applicable, equipment is to be available for collection from the Shire of Boddington's Administration Building, 39 Bannister Road, Boddington, between 9:00am and 4:30pm weekdays. Equipment may be collected on the day of your booking or one working day prior to your booking. Equipment must be returned on the first working day following your function.

COMMUNITY SERVICE FORM

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: _____

Signature: _____

Date: ____/____/____

Please return to :

Shire of Boddington

39 Bannister Road Boddington WA 6390

shire@boddington.wa.gov.au

T 9883 4999 F 98783 8347

Administration Use Only

Approved Yes No

Date Applicant Notified _____

By Phone Email Mail

Bond Payable \$_____

Fee Breakdown

\$_____

\$_____

\$_____

Total Hire Fee \$_____

Receipt/Invoice Number _____

Date Booking entered _____

By Officer _____

Key Collected Yes No

Appropriate staff notified Yes No

Staff notified _____

Reason _____

Staff notified _____

Reason _____

CONDITIONS OF HIRE

Please read these Conditions of Hire carefully prior to completing your Facility/Reserve Application form. Applicants are to retain the Conditions of Hire. The application form is to be returned to the Shire.

BOOKINGS

- All bookings are subject to the Hirer being responsible for the compliance with legislative requirements including Council Policies, Local Laws and Regulations.
- Subject to written notice of cancellation being received:
 1. Three days or more prior to the booking, full refund of hire fees will be made.
 2. Less than two days prior to the booking, no refund will be made.
- The Hirer is required to be at least 18 years of age. Council reserves the right to refuse any booking if it is considered that such a booking is not in the best interest of the preservation of the Council's Facilities.

FEES AND BONDS

- Fees will be set by Council and are subject to change without notice. Payment of bond, to cover cleaning/damage/additional usage and hire fee, is required prior to the use of the equipment. No booking can be confirmed until payment of the bond and hire fees are paid in full a minimum to 14 days prior to the booking.
- Arrangements for the refund of the bond will be made subject to inspection of the equipment hired. Council reserves the right to deduct any fees for repairs from the bond. Further to this in regard to Marquee Hire, if repairs are of greater cost than the bond, the hirer will be liable for further costs to return the marquee to its original condition.
- Additional cost may be charged to the hirer if any of the terms and conditions are breached.
- When equipment is collected from the Administration Building the hirer will be required to pay a which will be refunded subject to the equipment being returned in good condition.

DAMAGES AND CLEANING

- Any faults or damages to the equipment, is to be reported to the Shires Administration Office (on 9883 4999 Monday- Friday 9:00am-4:30pm) prior to or after use. Please note that the hirer is responsible for any reinstatement or repair cost as a result of their usage.
- Equipment must be returned in a clean and tidy manner as collected from the Shire.
- Marquees must be clean and dry before packing away.