



SHIRE OF MOUNT MAGNET

ABN: 14 556 214 295

Please direct all mail to: Chief Executive Officer
PO Box 62 Lot 163 Hepburn Street
MOUNT MAGNET WA 6638

Phone: (08) 9963 3000 Fax: (08) 9963 4133

Email: shire@mtmagnet.wa.gov.au

Website: www.mtmagnet.wa.gov.au

Office Hours: Monday to Friday 9:00am to 4:00pm

FACILITY HIRE APPLICATION

Hirer Contact Details

Name		Organisation	
Address		Email	
Phone		Mobile	

Facility/Event Details

Facility	Please tick ✓	Date/s	Time (include set-up/pack-up time required)
Oval			
Squash Courts			
Basketball/Netball/Tennis Courts			

Type of event/activity (please describe)	
Number of people expected to attend	
Is there any entry fee? If so how much?	
Will alcohol be consumed?	
Will alcohol be sold?	
Will security/crowd control be present?	

Hirer Declaration

I acknowledge that I have read the Conditions of Hire and agree to abide by them. Furthermore, I agree to indemnify the Shire of Mount Magnet against any liability or loss arising from the damage to the facility which is the subject of this application, or injury to any person which occurs as a result of hire of the venue, whether negligent or otherwise.

Name		Organisation	
Signature		Date	

Payment Information

Card Number					-														
Expiry Date																			
Amount																			
Card Holder Name													Card Type	Visa	MasterCard				
Card Holders Signature																			

lease read the hire conditions below and sign the declarations at the bottom of the page.

Conditions of Hire

1. Payment for facility hire, including bond, must be received in full or purchase order provided not less than 3 business days prior to hire. If payment or purchase order is not received 3 business days prior to hire, the booking will be automatically cancelled.
2. The venue must be locked on departure with all doors and windows secure.
3. The venue must be left in a clean and tidy condition. If additional cleaning is required this will be deducted from the hirer's bond.
4. All costs for losses, damage or extra cleaning will be deducted from the bond. If costs exceed the bond then the hirer will be charged the balance.
5. The hirer is responsible for the orderly behaviour of those who attend the event or function. If there are any incidents of disorderly behaviour the bond may be forfeited.
6. The hirer may be held liable for any damages arising from negligence associated with the event/activity/transport they are conducting and are therefore required to ensure they have public liability coverage.
7. No signage or decorations are to be placed in the venue without prior arrangement.
8. Smoking is not permitted in the venue.
9. 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.
10. 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 breach's of the **Liquor Control Act** and ensure safety of all attendees.
11. Keys are to be collected and returned on completion of the event.

Office Use Only

Date Application Received			
Payment of Fee Received	<input type="checkbox"/> Yes Receipt Number:		<input type="checkbox"/> No
Signature of Authorising Officer			

Checklist			
Before	Initial	Comments	
Tentative booking in diary and calendar			
Hirer provided with forms, terms and conditions explained			
Form signed and returned 3 business days prior		YES / NO	
Purchase order or payment received 3 business days prior		Purchase Order No.	
Booking confirmed on calendar			
Additional equipment checked and ready			
Hirer collects keys			
After	Initial	Comments	
Keys returned			
Venue checked for damage/clean			
Bond released if paid in cash			
Invoice issued to Hirer if required		Invoice No.	
Payment Received		Receipt No.	
		Date	