



# SHIRE OF KOORDA BOOKING APPLICATION FORM

*Please see attached pages for fees & charges*

## PART A – HIRER DETAILS

First Name				
Surname				
Organisation				
Address				
Suburb	State		Postcode	
Email				
Phone				

## PART B – FUNCTION DETAILS

<b>1</b>	<b>AREAS OF USE</b>						
	All Recreation Ground Facilities (Pavilion, Toilets, Kitchen & Bar)	<input type="checkbox"/>	Basketball Courts & Room	<input type="checkbox"/>	Tennis/Netball Courts & Room	<input type="checkbox"/>	Tennis Club Room (Meeting/ Function)
	Old Kitchen (Meeting/ Function)	<input type="checkbox"/>	Oval Only	<input type="checkbox"/>	Hall – All Facilities	<input type="checkbox"/>	Hall – Stage Only <input type="checkbox"/>
	ES Building	<input type="checkbox"/>	Shearing Shed	<input type="checkbox"/>	Other:		<input type="checkbox"/>
<b>2</b>	<b>Date of Hire:</b>  <i>Sporting clubs, please provide dates/days/times for your sporting season, with a copy of your sporting fixtures</i>						
<b>3</b>	<b>Number of People Attending (approximate):</b> _____						
<b>4</b>	<b>Type of Function:</b>						
	Recreation	<input type="checkbox"/>	Meeting/Seminar	<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Dinner <input type="checkbox"/>
	Markets	<input type="checkbox"/>	Birthday _____ Age	<input type="checkbox"/>	Service / Wake	<input type="checkbox"/>	Presentation Night <input type="checkbox"/>
	Fundraiser	<input type="checkbox"/>	Please specify activities				
	Commercial Activity	<input type="checkbox"/>	Other <input type="checkbox"/> Please specify				

		YES	NO
<b>5</b>	Will the applicant (or anyone on their behalf) be <b>providing</b> food or drinks at the function? <i>If yes, please answer Q8, Q9 and Q10</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Will the applicant (or anyone on their behalf) be <b>Selling</b> food or drinks at the function? <i>If yes, please answer Q8, Q9 and Q10</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	Will any food and/or alcohol be provided as part of a <b>Fee Charge</b> for entry to the function? <i>If yes, please answer Q8, Q9 and Q10</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Does the application have a current Food Act Registration with the Shire of Koorda?	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	Does the application have a current Food Act Registration with another Council? <i>if yes, please provide a copy as part of the application</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	Will the function be catered for by a registered catering food business?	<input type="checkbox"/>	<input type="checkbox"/>
	Food Business / Trading Name:		
	Food Act Registering Council:		
	Contact Person:		
	Phone:	Email:	
<b>11</b>	Will alcohol be provided at the event / function?	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Will alcohol be available for sale?	<input type="checkbox"/>	<input type="checkbox"/>



## SHIRE OF KOORDA BOOKING APPLICATION FORM

		YES	NO
15	Do you need some information about safe handling of food?	<input type="checkbox"/>	<input type="checkbox"/>
16	Do you or any/or other users within your group require an induction on the use of the kitchen appliances? *fees may apply	<input type="checkbox"/>	<input type="checkbox"/>

<b>PART C – FUNCTION AREA REQUIREMENTS &amp; USAGE</b>			
		YES	NO
17	Will the applicant be setting up a stage? <i>Requires EHO approval</i>	<input type="checkbox"/>	<input type="checkbox"/>
18	How many tables do you require?		
20	How many chairs to you require?		
21	Do you require a lectern, microphone, music or PA system? <i>Please circle accordingly</i>	<input type="checkbox"/>	<input type="checkbox"/>
25	Will you be providing any of the below at your function? Band <input type="checkbox"/> DJ <input type="checkbox"/> Sound / lighting <input type="checkbox"/> Stalls <input type="checkbox"/> Photo Booth <input type="checkbox"/> Roving <input type="checkbox"/> Other <input type="checkbox"/> Entertainers		

<b>PART D – PAYMENT</b>			
		YES	NO
27	Application is made that the Fees & Charges associated with this booking be invoiced to the Business /Club /Group/ Individual.	<input type="checkbox"/>	<input type="checkbox"/>
	Fees & Charges associated with this booking will be paid in advance, as per the Hirers Terms & Conditions	<input type="checkbox"/>	<input type="checkbox"/>

## **PART E – DECLARATION**

Signed on behalf of the Hirer;

I confirm that:

- All the information provided on this form is true and correct.
- I have read, understood and accept the Hirer’s Terms and Conditions.
- Where the Hirer is a company or incorporated association, I am authorized by the Hirer to complete the Application form on the Hirer’s behalf.
- I am personally responsible for ensuring that the Hirer complies with these conditions, and if the Hirer breaches any of these conditions, I will be personally responsible for ensuring that the Hirer remedies any such breaches, including any damage to the Facility.
- That the booking is tentative until confirmed by the Shire of Koorda in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

<b>Office Use only</b>	
Function deemed suitable for the Facility and its capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has liquor approval been received by the Shire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Act Registration appropriate for activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EHO advised and appropriate action commenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Booking recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No
Booking confirmed in writing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment to be invoiced authorised	<input type="checkbox"/> Yes <input type="checkbox"/> No