

# SHIRE OF KOORDA - BOOKING APPLICATION FORM

## 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)	<input type="checkbox"/>	
	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?		
	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"/>

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		YES	NO
<b>15</b>	Do you need some information about safe handling of food?	<input type="checkbox"/>	<input type="checkbox"/>
<b>16</b>	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"/>

## PART C – FUNCTION AREA REQUIREMENTS & USAGE

		YES	NO
<b>17</b>	Will the applicant be setting up a stage? <i>Requires EHO approval</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18</b>	How many tables do you require?		
<b>20</b>	How many chairs to you require?		
<b>21</b>	Do you require a lectern, microphone, music or PA system? <i>Please circle accordingly</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>25</b>	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		

## PART D – PAYMENT

		YES	NO
<b>27</b>	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: \_\_\_\_\_

**Office Use only**

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

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## Hirers Terms and Conditions

The following requirements, set by order of the Council, are the responsibility of the committee or person/s hiring the Council Building.

- Smoking is not permitted inside any buildings, within 10 meters of a doorway, window, access point or children's playground. Damage to floor coverings, fixtures or fitting will be the hirers cost (actual cost to replace).
- As a general rule, buildings and equipment are to be left as they are found. Tables, trestles and chairs to be cleaned and put back where they came from. Streamers, tape and string to be removed from walls unless otherwise agreed. Any damage to be reported to the Shire Office.
- Floors to be swept, mopped and vacuumed with equipment provided. The hirer may be required to pay or meet the costs of excessive staining of food and drink.
- Cutlery and crockery to be washed, dried and put away in cupboards provided. Bain Maries to be emptied cleaned and returned to where they came from. The chip cooker, stove and pie warmer are to be emptied and cleaned (at the Recreation Ground).
- Jugs and glasses to be washed and put away in boxes.
- All rubbish bins inside to be emptied and rubbish to be placed in bins provided (green wheelie bins outside).
- Alcohol is not permitted to be sold or consumed without the appropriate licenses being obtained.
- All cleaning up after function (including the removal of all leftover food & alcohol) is to be completed by the following day. If the hirer is unable to comply, please contact the Shire Office (08) 96 841 219.
- No bond has been charged, however any damage caused during the term of hire will be repaired at the hirer's expense.
- Should any conditions in relation to cleaning or damages be unfulfilled, the work will be completed and the time required will be charged at the rate of \$60 per hour (1 hour minimum).

