



# SHIRE OF GOOMALLING

Office Address: 32 Quinlan Street, Goomalling  
Postal Address: PO Box 118, Goomalling WA 6460  
Telephone: (08) 9629 1101 Email: goshire@goomalling.wa.gov.au

## FACILITY HIRE APPLICATION FORM

Organisation: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address / Email: \_\_\_\_\_ Post Code: \_\_\_\_\_

Is your organisation Not for Profit?  Yes  No

### Booking details

**Booking Type:**  Sporting  Birthday Party  Meeting/Training  Event/Show  Other: \_\_\_\_\_

**Dates, Days & Times:**  From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Complete Days

Monday **From:** \_\_\_\_AM / PM **To:** \_\_\_\_AM / PM  Thursday **From:** \_\_\_\_AM / PM **To:** \_\_\_\_AM / PM

Tuesday **From:** \_\_\_\_AM / PM **To:** \_\_\_\_AM / PM  Friday **From:** \_\_\_\_AM / PM **To:** \_\_\_\_AM / PM

Wednesday **From:** \_\_\_\_AM / PM **To:** \_\_\_\_AM / PM  Sat  Sun **From:** \_\_\_\_AM / PM **To:** \_\_\_\_AM / PM

### Facility (tick all that are required)

- |  |  |
|--|--|
| <input type="checkbox"/> Goomalling War Memorial Town Hall | <input type="checkbox"/> Goomalling Sporting Complex (tennis club) |
| <input type="checkbox"/> Goomalling Railway Station        | <input type="checkbox"/> Goomalling football oval                  |
| <input type="checkbox"/> Goomalling hockey oval            | <input type="checkbox"/> Goomalling Tennis/Netball courts          |

### Payment Options

Upfront  Invoice - Purchase

### Help us out... How did you hear about the option to book the facilities:

Facebook  Newsletter  Sports Clubs  Word-of-mouth  Staff Member  Other: \_\_\_\_\_

### Terms and Conditions

#### Terms and Conditions

- The applicable bond – see below - is required to secure all bookings.
- Facility Bookings will only be approved upon receipt of this Facility Hire Application Form, upfront payment of hire fee and bond. Invoices will only apply if a credit application is completed.
- Access to facility before or after the event is not permitted without prior arrangement.
- The Council reserves the right to withdraw permission for the use of any facility at anytime.
- All cancellations must be received in writing by the signatory to this form no less than seven days prior to the scheduled date.
- All damage however caused during the term of hire will be repaid at the Hirer's expense and deducted from the deposit. If the cost of repairs exceed the deposit held, an account for the balance will be forwarded to hirer.
- If using the football oval, access to the cricket pitch is prohibited from October to March to ensure it is peak condition for official cricket matches.
- Consumption of alcohol is prohibited unless it is permitted under the *Liquor Licensing Act 1998* or a permit has been obtained for the purpose.
- Permission must be obtained to hang decorations, posters etc to any part of the building. The cost of repair resulting in their removal will be at the hirer's expense.

#### Hirer's Responsibilities

- Set up activities/areas required
- Ensure all equipment is returned to correct locations and stored neatly as it was found;
- Report all damage
- All rubbish to be put in bins provided
- Chairs and tables to be left as found
- All lights and electrical (except fridges) to be turned off
- Ensure all doors and windows are locked at completion of the event

**Authorisation**

Upon acceptance of the hiring, the hirer indemnifies the Shire of Goomalling and its employees in respect to any or part thereof on all claims which may be made against them as a result of any loss, damage, death or injury caused by, or in connection with the hiring or use of the facility by the hirer.

By signing this form, you are hereby confirming you are authorised to sign on behalf of your organisation that all information is truthfully completed, you agree to the terms, and conditions set out in this form.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  tick submitting electronically Date: \_\_\_\_\_

**Office use only**

1. Upon Receipt of Booking Form	Risk Matrix	
	Function Type	Multipliers
<input type="checkbox"/> Details complete <input type="checkbox"/> Ensure relevant applications are completed and sent to EHO for approval (if Event/Show, >30ppl, Alcohol or Food Sold, or structures to be erected) <input type="checkbox"/> Availability Checked <input type="checkbox"/> Any potential clashes with regular user groups <input type="checkbox"/> Risk Matrix checked and signed off <input type="checkbox"/> Tentative booking made/entered in diary	1 <input type="checkbox"/> Sporting	+50% <input type="checkbox"/> Alcohol
	5 <input type="checkbox"/> Birthday Party < 25 years	-50% <input type="checkbox"/> Licensed Security
	3 <input type="checkbox"/> Birthday Party > 25 years	+50% <input type="checkbox"/> Unsocial hours
	1 <input type="checkbox"/> Meeting or Training	+50% <input type="checkbox"/> Unsocial days
	3 <input type="checkbox"/> Event/Show	+50% <input type="checkbox"/> Large event > 30ppl
	1 <input type="checkbox"/> wake	+25% <input type="checkbox"/> Contact Sport
	_ <input type="checkbox"/> Other: _____	+100% <input type="checkbox"/> History of anti-social
	Bond & Sign-off	
	Function Type Points: ____ After Multipliers: _____	
	<input type="checkbox"/> 5 points      Nil Bond      Admin Officer <input type="checkbox"/> 10 points     \$100 Bond    DCEO <input type="checkbox"/> 20 points     \$500 Bond   DCEO <input type="checkbox"/> 30 points     \$1000 Bond   CEO <input type="checkbox"/> 50 points     \$2000 Bond   CEO <input type="checkbox"/> 50 points     Council Resolution Required	
	*** Standard \$200 bond for Goomalling Sporting complex (tennis) on all applications.	
	Sign-off: _____	
	Name & Position: _____	
2. After booking approved	3. After Booking	
<input type="checkbox"/> Enter in diary <input type="checkbox"/> Notify cleaner <input type="checkbox"/> Confirmation sent (phone, email, letter etc) <input type="checkbox"/> Complete works request if additional chairs, cutlery etc are required <input type="checkbox"/> Form to account receivable if invoice required <input type="checkbox"/> Invoice sent to credit (if applicable) upfront payment for booking is required until a credit application is completed	<input type="checkbox"/> Bond refund request sent	

## CONDITIONS OF HIRE

Goomalling War Memorial Town Hall “town hall”

This document and checklist is to be retained by hirer

### BOOKINGS

- The hirer must advise the Shire of the purpose of which the hall is being hired
- Bookings must be confirmed, and full hire fees and bonds paid 7 days prior to the event
- Payments can be made by cash, cheque, EFTPOS or direct bank deposit to: Shire of Goomalling BSB 633-000 Account no 109925016, reference your name and invoice/debtor no.
- The fund will be refunded electronically after inspection of the premises. Please complete your banking details on return form and our “New creditor form” that will be provided to you.
- Keys can be picked up on the day before the event (or on the Friday) by 4.00pm. **Keys are to be returns on the next working day.** If the office is closed keys can be deposited into the nightbox located next to the administration office entrance (left of the door).

### HIRE FEES

- Please refer to the current financial years schedule of fees and charges available [online](#)
- Bonds & hall hire fees will be confirmed by the Customer Service Officer at the time of placing your booking (unless the booking needs to be referred to Council for decision)

### GENERAL INFORMATION

- The town hall is hire on an “as is” basis
- Any displays in the foyer of the town hall are NOT to be removed
- Two meeting rooms at the front of the hall are NOT available for hire and should not be accessed.
- Access to the stage changeroom are subject to approval and require additional notice, not less than 14 days, to ensure removal stored items.
- The lesser is permanently used for Goomalling Gumnuts Daycare and is NOT available to hire.
- The hall currently contains XXX chairs, XXX trestle tables and assorted crockery and cutlery
- SMOKING IS PROHIBITED. Naked lighted are not permissible
- Do not attached anything to walls and/or ceiling without prior approval
- Hall hire is limited to 1.00 am by which time the building must be vacated by all persons, which is the responsibility of the hirer. All use is subject to order being maintained to the satisfaction of the police and the Council. Noise level of bands area subject to control by authorised shire staff and/or police.
- Hirer is responsible for ALL damage and for losses while the hall is booked. Please ensure caterers are aware of the cleaning requirements.
- Sticky tape or blue tack must not be attached to painted surfaces

### LIQUOR

- Written permission of the Shire is required for any use of liquor in the hall. An application form can be obtained from the shire office.
- Liquor permits will only be valid to 12.00am (midnight)
- Where liquor is sold, a liquor permit from Department of Racing, Gaming and Liquor is also required.

### CANCELLATIONS

- 1 month prior to the event – No charge
- 2-4 weeks prior to the event – 50%
- Less than two weeks – 75%
- Less than one week – no refund

## **PUBLIC LIABILITY INSURANCE**

The shire has public liability insurance which indemnified the Shire for claims from third parties for bodily injury and/or property damage arising from the activities of casual hirers whilst using shire owned facilities.

**This insurance does NOT include incorporated organisations, commercial or community events, sporting clubs or association of any kind. In this instance the hirer must provide a Certificate of Currency to the value of \$10,000,000 minimum and submit with the facility booking form.**

**Community groups needing insurance can contact Local Community Insurance Services 1300 853 800**

## **CLEANING**

The hirer is responsible to ensure all area are swept and chairs etc are stacked/ return to their prior location upon conclusion of the event. Basic cleaning requirements detailed on the facility checklist attached.

## **EMERGENCY**

Familiarise yourself with the following at each facility

- Emergency Exits
- Emergency evacuation plans and diagrams (on the walls)
- Location of first aid kits and defibrillators
- Fire extinguishers
- Muster points

For Shire of Goomalling after hour contact 0428 881 350

**In an Emergency call 000**



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## GOOMALLING WAR MEMORIAL TOWN HALL

### CLEANING/LOCK-UP CHECKLIST

- Sweep the floor and mop up any “messes”
- Wipe down dirty chairs and tables
- Stack any chairs
- Empty bin into the green wheelie bins and ensure they're outside for collection
- Remove any rubbish that is surplus to the bins provided
- Clean up any waste papers and any usual mess in the toilets
- Wash any crockery and cutlery used

#### LOCK-UP

- Make sure all lights are turned off
- Lock the front door – slide the bolt into floor and lock top bolt
- In the hall make sure both doors are completely locked and bolted (Hoddy Street facing and vacant block facing doors)
- Make sure the stage external exit is closed (via changeroom)
- Make sure all windows are secured



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## GOOMALLING SPORTS COMPLEX (TENNIS/NETBALL)

### CLEANING/LOCK-UP CHECKLIST

- Sweep the floor and mop up any “messes”
- Wipe down dirty chairs and tables
- Stack any chairs
- Empty bin into the green wheelie bins and ensure they're outside for collection
- Remove any rubbish that is surplus to the bins provided
- Clean up any waste papers and any usual mess in the toilets
- Wash any crockery and cutlery used
- Clean oven and fridge if used (leave fridge on)

### LOCK-UP

- Make sure bar and kitchen doors are locked
- Ensure all glass doors are locked
- Make sure external storage door and toilet are locked if used
- Make sure all fans, air conditioner and lights are turned off



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## RAILWAY STATION

### CLEANING/LOCK-UP CHECKLIST

- Sweep the floor and mop up any “messes”
- Wipe down dirty chairs and tables
- Put back tables and chairs as they were set up
- Empty bin into the green wheelie bins and ensure they're outside for collection
- Remove any rubbish that is surplus to the bins provided
- Wash any crockery and cutlery used
- Clean ovens and fridge if used (leave fridge on)

### LOCK-UP

1. Make sure fans and lights are turned off
2. Make sure platform doors are secured
3. Make sure windows are secured
4. Lock the wooden door as you exit