SHIRE OF
Chapman Valley
love the rural life!

Venue Hire Application and/or Permission to Consume Liquor

Bill Hemsley Park Community Centre

PO BOX 1, NABAWA WA 6532
Phone (08) 9920 5011
Email: cso@chapmanvalley.wa.gov.au
Website: www.chapmanvalley.wa.gov.au
ABN 46 173 809 199

STANDARD TERMS AND CONDITIONS OVERLEAF

Standard Terms and Conditions

1. Signing of this application forms an agreement between the hirer and the Shire of Chapman Valley for bond monies to be held in a Trust account.
2. All the venue and bond charges must be paid to the Shire Office before pin number for keys will be issued.
3. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of the replacement will be the responsibility of the hirer.
4. It is the responsibility of the hirer to ensure that the conduct of the persons present at the time of their function behave in an orderly fashion.
5. It is illegal to consume alcohol on any part of the building and grounds without the prior written approval of the Council. An additional license must be obtained from the Clerk of Courts for the sale of liquor and a copy of license to be provided to council before function.
6. The cleaning of the facilities used is the responsibility of the hirer. If the premises have been left in an untidy state and Council is required to clean, then the costs involved in such cleaning will be charged to the hirer.
7. If any items used (e.g. barbeques, etc.) are left in an unsatisfactory condition, the hirer will be requested to carry out the necessary cleaning or repairs to such items to the satisfaction of the Chief Executive Officer and/or Building Officer.
8. If in the event that any the hirer refuses to undertake the necessary cleaning and/or repairs are required, then Council will carry out the repairs and an appropriate charge specified by the Chief Executive Officer will be forwarded to the hirer.
9. Ensure all lights are turned off after function. Penalty may be imposed if lights left on.
10. Bouncy castles are to use sand bags only with no pegs, as it may damage the reticulation.
11. No spike shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.
12. Crockery and cutlery hire – In the event of breakage and losses, the cost of replacement will be the responsibility of the hirer.
13. Tables and chairs are not to be removed from the building. All tables and chairs must be stacked in an orderly manner.
14. Furniture must not be dragged across the floor.

Signature: _____ Date: _____