



SHIRE OF CHAPMAN VALLEY
PO BOX 1, NABAWA WA 6532
 Phone (08) 9920 5011 Fax (08) 9920 5155
 Website: www.chapmanvalley.wa.gov.au
ABN 46 173 809 199
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Venue Hire Application and Permission to Consume Liquor

Applicant: _____
 Applicant Address: _____

 Name of Contact: _____ Local Contact: _____
 Phone Number:_() _____ EMAIL: _____

Venue Hire: _____
 Date: ____/____/____ Times: _____ am/pm to _____ am/pm
 Purpose of Function: _____
 Estimated Number of People: _____

Facilities required:

Main Meeting Room	Y/N	Small Meeting Room	Y/N	Consult Room	Y/N
Kitchen	Y/N	Bar (&Contents)	Y/N	Other:	

CERTIFICATION
 I hereby certify that I am fully aware of the hire conditions as shown on the attached form.
 Signature _____ Date ____/____/____

BANK DETAILS FOR REFUND OF BOND:

ACCOUNT NAME: _____
 BANK NAME: _____ BANK LOCATION: _____
 BSB: _____ ACCOUNT NUMBER: _____

OFFICE USE ONLY

Application approved: CEO _____ Date _____
 Application **NOT** approved* _____ Date _____
 Reason * _____

HIRE CHARGES:

EXEMPT FROM FEES (IE. PART OF THE MANAGEMENT LICENCE) YES NO

BOND: _____ HIRE FEE: _____

AUTHORISED TO BE INVOICED AT THESE FEES & CHARGES _____ (MFCS)

VENUE HIRE CONDITIONS:

1. All the venue and bond charges must be paid at the Shire Office before the keys will be issued.
2. 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.
3. 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.
4. 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.
5. The cleaning of the facilities used is the responsibility of the hirer. If the premises has 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.
6. 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.
7. 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.
8. Ensure all lights are turned off after function. Penalty may be imposed if lights left on.
9. 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.
10. Crockery and cutlery hire:
Breakage and losses - the cost of replacement - will be the responsibility of the hirer.
11. Tables and chairs are **not** to be removed from the building. All tables and chairs must be stacked in an orderly manner.
12. Furniture must not be dragged across the floor.
13. All doors and windows of the building must be closed and locked when vacating.

Authorisation to reimburse bond payment Yes / No (please circle)

Inspected Date _____ Authorised Officer _____