SHIRE OF
Chapman Valley
love the rural life!

Venue Hire Application and/or Permission to Consume Liquor

Yuna Hall

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

Applicant

Name			
Address			
Suburb			
Phone		Mobile	
Email			

Hire Details

Date		Time	
Email			
Purpose of Hire/Function			
Attendee Numbers		Liquor to be consumed on site?	
Facilities Required	Main Hall Lesser Hall Kitchen		

Bank Details for Refund of Bond

Account Name			
BSB		Account Number	

Office Use Only - Payment Received

Bond		Hire Fee	
Receipt		Receipt	

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Office Use Only			
Application Approved by CEO		Date	
Application **NOT** Approved by CEO		Date	
Reason			

Hire Fees & Charges			
Exempt from Fees (Management Licence Etc):			
Bond		Hire Fee	
Authorised to be Invoiced at these Fees & Charges:			
Manager of Finance & Corporate Services		Date	

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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. 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.

11. Crockery and cutlery hire – In the event of breakage and losses, the cost of replacement will be the responsibility of the hirer.

12. Tables and chairs are not to be removed from the building. All tables and chairs must be stacked in an orderly manner.

13. Furniture must not be dragged across the floor.

14. All doors and windows of the building must be closed and locked when vacating.

Signature: _____   Date: _____