



CRANBROOK REGIONAL COMMUNITY HUB – APPLICATION TO HIRE

Applicant Name _____

Applicant Address _____

Postal Address for Invoice _____

Phone Number _____

Name & Number of Hirer
(if different from above) _____

Email _____

Purchase Order Number _____

Room Required _____

Date and Time of Hire _____ **From** _____ **To** _____

Purpose of Hire _____

Is Wi-Fi Required? _____

Will alcohol be consumed at the Venue?	YES	NO
Will alcohol be sold at the Venue?	YES	NO
Copy of Liquor Permit provided to Shire?	YES	NO

I have read, understood and agree to the attached conditions of hiring and cleaning.

Applicant's Signature _____

Date _____

Office Use Only

Recorded in Booking Diary: YES / NO	Paid: YES / NO	If no: Exempt by Policy 4.12: YES / NO
Manager's signature of approval for exemption is required _____		
Is an invoice required	YES / NO	Amount \$ _____
Officer Name: _____	Signed: _____	
Date Keys Returned: _____	Signed: _____	



CRANBROOK REGIONAL COMMUNITY HUB – CONDITIONS OF HIRE

1. The Hub is a shared facility and will be used by various individuals and groups at the same time. The room you are hiring will be used by others, please do not remove any items that are in the room or leave any items in the room without prior approval from the Shire of Cranbrook.
2. The hirer is required to be 18 years of age or older. The Shire reserves the right to refuse any booking if it is considered not in the best interest in the preservation of its facility.
3. The hirer is required to collect and return the key from the Shire of Cranbrook admin office, unless prior arrangements have been made.
4. In the event of an emergency, some areas of the Hub may not be available for use.
5. The hirer will not do anything which is offensive, illegal or causes a nuisance or damage to any person.
6. No inconvenience is to be caused to the owners or occupiers of properties in the vicinity of the venue or to other users of the Hub.
7. Smoking is not permitted in the Hub.
8. Care must be taken in moving and positioning tables and chairs in order that such equipment does not damage the floors and walls, otherwise a charge will be applied for any maintenance.
9. The use of tacks, nails, screws or affixing of adhesive materials etc into any part of the building is not permitted. The use of confetti and rice is prohibited.
10. The Shire accepts no responsibility for any items left on the premises after completion of hire.
11. Under no circumstances is the hirer to remove or relocate any items, paintings, decorative indoor plants, toys etc from the Hub.
12. Hirers are responsible for the actions of their guests/clients whilst using the facility.
13. Where a charge for entry or payment for alcohol is involved, an Occasional Permit must be obtained from the Department of Racing, Gaming & Liquor - www.rgl.wa.gov.au. A copy of the permit must be supplied to the Shire prior to the function.
14. All functions held in Council facilities are to be completed by midnight with all patrons leaving the facility and surrounding area soon thereafter.
15. At the conclusion of hire, all lights, air conditioners and heating must be turned off. All doors and windows must be secured.
16. If you are the last to leave the Hub, the security alarm must be set.
17. Tables and chairs are to be left as they were found. All used crockery, glasses etc should be washed, dried and returned to their correct storage position. All common areas, kitchen, toilets, main gallery etc must be left clean and tidy. Kitchen bench tops are to be wiped down and all kitchen appliances should have grease and other dirt removed. Kitchen floor to be swept (and mopped if a function has been held). All rubbish is to be placed in outside bins.