



Please circle:

**Venue Hire**

**Equipment Hire**

Please circle location:

**Cranbrook**

**Frankland River**

<b>Applicant / Business / Organisation Name</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Mobile</b>			
<b>Email</b>			
<b>Purchase Order Number</b>			
<b>Recurring Booking</b>	YES / NO		
<b>Date/s of Hire</b>			
<b>Start Time</b>			
<b>Finish Time</b>			
<b>Purpose of Hire</b>			
<b>Set up Time Required</b>	YES / NO	Date	Time

EQUIPMENT	QTY REQUIRED	QTY OUT	INITIAL	QTY RETURNED	INITIAL
Tables					
Chairs					
Plates (Large)					
Plates (Small)					
Bowls					
Cups					
Glasses					
Cutlery					
Other -					

Will alcohol be consumed at the Venue?                      YES                      NO  
 Will alcohol be sold at the Venue?                              YES                      NO  
 Copy of *Occasional Permit* given to Shire?                YES                      NO

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

Name: \_\_\_\_\_

Sign Here Please: \_\_\_\_\_

Office Use Only	
Recorded in Booking Diary:	YES / NO
Paid:	YES / NO
If no, is it exempt by Policy 4.12	YES / NO
Is an invoice required:	YES / NO
Manager's signature of approval is required _____	
Officer Name _____	Signed _____





## VENUE & EQUIPMENT HIRE CONDITIONS

### 1. HIRING SHIRE FACILITIES

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 facilities.

### 2. LAW AND ORDER

Compliance with the provisions of legislation relating to the use of Shire amenities including the Environmental Protection Act (Noise). The hirer of any facility shall comply with the provisions of the Health Act, Liquor Licensing Act, Police Act, and Criminal Code, or any other relevant legislation and Council's Local Law.

### 3. NO SMOKING POLICY

All community facilities under the direct care, control and management of the Shire of Cranbrook are deemed NO SMOKING AREAS. Non-compliance with the policy may result in the person / organisation being refused any future use of Shire facilities.

### 4. COUNCIL / CIVIC FUNCTIONS

The Shire reserves the right to cancel a date if the facility is required for any official function. Every effort will be made to ensure that you have twenty-one (21) days or more notification to make alternative arrangements if this should occur.

### 5. EQUIPMENT

Care must be taken in transporting & 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. All other equipment (eg crockery, cutlery, bain-marie etc) must be cleaned and returned to their designated area otherwise a charge will be applied for any damage or non-return.

### 6. GUESTS

Hirers are responsible for the actions of guests / members whilst using the facility. Hirers shall not invite more guests than specified under the Health Act for the facility. Maximum capacities for all venues can be confirmed by contacting the Shire offices.

### 7. VENUE

The use of tacks, nails, screws or affixing of adhesive materials etc into any part of the building is not permitted. The Shire accepts no responsibility for any items left on the premises after completion of functions. Please see attached cleaning requirements of venues after use. Under no circumstances is the hirer to remove or relocate any items, paintings, decorative indoor plants, toys etc from any Shire venue.

- **The use of confetti and rice is prohibited**
- **No inconvenience is to be caused to the owners or occupiers of properties in the vicinity of the venue**
- **All functions held in Council facilities are to be completed by midnight with all patrons leaving the facility and surrounding area soon thereafter**

### 8. LIQUOR

Where a charge for entry or payment for alcohol is involved, an Occasional Permit must be obtained from the Department of Racing, Gaming & Liquor:

Gordon Stephenson House,

Level 2, 140 William Street, Perth, Western Australia, 6000

Tel: (08) 6551 4888 Facsimile: (08) 9325 1041 Country Callers: 1800 634 541

Email: [rgl@dlgsc.wa.gov.au](mailto:rgl@dlgsc.wa.gov.au) Web Site: [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

A copy of the Certificate of Approval must be supplied to the Shire prior to the function.

### 9. SECURITY

**All doors and windows must be secured when premises are vacated.**  
**All lights, air conditioners and heating must be turned off.**



## **VENUE CLEANING REQUIREMENTS**

### **CRANBROOK & FRANKLAND RIVER HALLS & SUPPER ROOMS**

- **TABLES & CHAIRS**

- **CRANBROOK**

- ✓ Chairs are to be stacked in the storeroom off the supper room in stacks of 10.
- ✓ Tables are to be stacked in the annexe to the gent's toilet in the hall and be placed face to face to avoid damage.

- **FRANKLAND RIVER**

- ✓ Chairs are to be stacked in the storeroom behind the gent's toilets in the hall in stacks of 10.
- ✓ Tables are to be stacked in the storeroom behind the gent's toilets in the hall and be placed face to face to avoid damage.

- **CLEANING OF HALLS**

- ✓ Floors, carpets, furnishings etc to have excess dirt removed by sweeping and vacuuming respectively. Food and spills in the main hall are to be swept up, mopped and dried.
- ✓ Crockery and glasses etc used should be washed, dried and returned to their current correct storage positions.
- ✓ Bench tops and tables are to be wiped down.
- ✓ Cookers, stoves and other kitchen equipment should have grease and other dirt removed.
- ✓ Sweep ladies and gents toilet areas if required.
- ✓ Kitchen and bar area to be swept (and mopped if dirty).
- ✓ All decorations, etc are to be removed.
- ✓ All rubbish is to be placed in outside bins

### **FRANKLAND RIVER COMMUNITY CENTRE**

- **TABLES & CHAIRS**

- ✓ Tables and chairs are to be returned to where they came from.

- **CLEANING OF CENTRE**

- ✓ Floors, carpets, furnishings etc to have excess dirt removed by sweeping and vacuuming respectively. Food and drink spilt to be mopped before sweeping.
- ✓ Crockery and glasses etc used should be washed, dried and returned to their current correct storage positions.
- ✓ Bench tops and tables are to be wiped down.
- ✓ Cookers, stoves and other kitchen equipment should have grease and other dirt removed.
- ✓ Sweep toilet areas if required.
- ✓ Kitchen area to be swept (and mopped if excessively dirty).
- ✓ All decorations, etc to be removed.
- ✓ All rubbish is to be placed in outside bins

- **Please ensure all lights, air conditioners & heaters are off. Under no circumstances should the main power switch be turned off.**
- **All doors and windows must be secured when premises are vacated.**