

APPLICATION TO HIRE CY O'CONNOR HALL

FOR OFFICE USE ONLY				
Was Liquor Permit approved by CEO?	YES		NO	
Was Commercial Booking approved by CEO?	YES		NO	

APPLICANTS MUST BE OVER 18 YEARS OF AGE

APPLICANT DETAILS

Name:					
Organisation Name: <i>(If applicable)</i>					
Organisation/Business Type:	Community*		Small Business**		Corporate***
	Not for Profit		Other:		
Postal Address:	Street				
	Suburb				
	City		Postal code		
Phone:	Work		Mobile		
Email:					
Do you or your organisation hold Public Liability Insurance? <i>(Applicable where members of the public are participating in or attending a function/event/activity.)</i>					
Yes		No		Value	
PUBLIC LIABILITY INSURANCE: Any hirer classified as a sporting body, school, club, association, corporation, Incorporated body or hiring for commercial or profit based activities will be required to provide Public Liability Insurance of \$10,000,000.					

DATE AND TIME REQUIREMENTS

Please be advised that set up and clean up/pack up times must be included in the booking form.

Day of week		Date	
Setup start time		Event start time	
Event finish time		Pack/clean up finish time	

Note: Setup and pack up fees will apply according to day and night hourly hire rates for Community Hall bookings.

TYPE OF FUNCTION/EVENT/ACTIVITY

Function/Event/Activity Name:					
School Activity		Fundraising		Cultural Activity	
Birthday Party (No 18 th /21 st)		Wedding		Baby Shower	
Other:					
Short description of Function/Event/Activity:					
Expected Attendance (Max):	Adults (Over 18)		Children (Under 18)		

ADDITIONAL DETAILS

	YES	NO		YES	NO
Do you wish to consume/serve alcohol? ^{1, 3}			Do you wish to sell alcohol? ^{2, 3}		
Will you have amplified music at your event?			Will you be serving food at the facility?		
Will you be storing any goods at the facility?			Details:		
Does your booking involved any commercial activity?			Details:		
Would you like to hire a cupboard or store room/shed?			Details: <i>(Please provide allocated cupboard number/s if you're an existing hirer)</i>		

Notes:

¹ Requires an application for a Liquor Permit to be completed and approved.

² Requires an approved Liquor Licence.

³ Strictly no glass permitted on City's Parks, Ovals or Reserves.

SCHEDULE OF FEES & CHARGES			
Whole Hall (Incl. Kitchen)			
	Community Group	Small Business	Corporate
Day (6am to 5pm) - Hourly Rate	\$31.00	\$46.00	\$62.00
Night (5pm to 11pm) - Hourly Rate (Min. 4 hours)	\$43.00	\$65.00	\$92.00
Full Day and Night Rate (8am to 11pm)	\$212.00	\$320.00	\$428.00
Storage Room/Shed (<i>limited availability – Only available to long term hirers</i>)			\$613.00 per annum
Storage Cupboard (<i>Only available to long term hirers</i>)			\$14.00 per annum
Cleaning Fees (<i>when deemed necessary</i>)			\$92.00 per hour
Hire Bond – Alcohol (<i>liquor permit/licence to be submitted</i>)			\$1000.00
Hire Bond – No Alcohol/Long Term Hirers			\$400.00
Key Deposit			\$62.00
Long term hirers (6 months or more) rate – 75% reduction on scheduled hiring fees. This does not include hire bonds, cleaning fees and fees for storage cupboards/rooms/sheds.			

CUSTOMER DECLARATION	
1.	By signing this application form the hirer confirms: <ul style="list-style-type: none"> That they have received a copy of the Conditions of Use of City of Kalgoorlie-Boulder Venues Policy The customer acknowledges that they will abide by the Terms and Conditions outlined in the document. That a breach of policy may result in forfeiture of bonds or subsequent financial penalties.
2.	A booking is not deemed confirmed until all appropriate forms and bond payments/fees have been received by the City of Kalgoorlie-Boulder.
3.	Commercial bookings must receive the approval of the CEO prior to being deemed confirmed.
4.	In the event that more than one application is made for the hire of the same area of a facility at the same time, the CEO shall determine the hirer to have priority.
5.	The City reserves the right to refuse a booking if it is perceived that there is a conflict with other bookings on the day.
6.	That they can be held liable for call out fees by the City's security service provider should the venue not be properly locked up and secured.
<p>When a bond is required to be paid, whether it be for the use of a key or relating to the facility hire, it is the City of Kalgoorlie-Boulder's policy that such bonds will be returned to the customer by cheque/EFT within ten working days from the date when the key was returned. Refunds will only be made the person/business/organisation the receipt was issued to – if someone else paid on behalf of the hirer it will be their responsibility to get the monies from the payee. Failure to return a key within five working days after issue or damage to City property may result in a loss of bond.</p>	

SIGNED BY HIRER

Name in Print: _____

Signature: _____

Position: _____

Date: __/__/____

***Community group** means an institution, club, society or body whether incorporated or not, the objects are charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and the members of which are not entitled or permitted to receive any pecuniary profit from the transactions thereof.

**** Small Business** is defined as any business with fewer than 15 employees. This is calculated on a simple headcount of all employees (including casual staff) who are employed on a regular and systematic basis. It is important to determine whether you are operating as a small business or pursuing a hobby that does not produce an assessable income. If it is deemed that you are pursuing a hobby by the ATO then you would be eligible for the Community Group Rate. Please seek clarification on the ATO website.

***** Corporate** any other organisation/business that doesn't fit within the above definitions.