



# APPLICATION TO HIRE KALGOORLIE TOWN HALL

OFFICE USE ONLY							
Hire Date:					Booking ID:		
Liquor Permit:	Yes	No			Payment Received:	Yes	No
Booking Sheet (please tick to confirm):			Synergy:		ECM ID:		

**APPLICANTS MUST BE OVER 18 YEARS OF AGE**

## APPLICANT DETAILS

Name:							
Organisation Name: <i>(if applicable)</i>							
Organisation Type:	Government		Not for Profit		Commercial		
	Community		School		Other <i>(please specify)</i>		
Postal Address: <small><i>(Note: Bonds/Refunds issued by cheque will be returned to this address)</i></small>	Street						
	Suburb						
	City			Postal code			
Phone:	Work			Mobile			
Email:							

Do you or your organisation hold Public Liability Insurance? *(Applicable where members of the public are participating in or attending a function/event/activity.)*

Yes		No		Value			
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**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. The City of Kalgoorlie Boulders Insurance excludes cover for these groups. City of Kalgoorlie Boulder has a casual hirers liability policy which provides cover for individuals and groups that wish to use council facilities and do not have a public liability insurance policy (i.e. birthday parties, knitting club etc.). The limit under this policy is \$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 Town Hall bookings.*

## TYPE OF FUNCTION/EVENT/ACTIVITY

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

## ZONE & EQUIPMENT REQUIREMENTS

Main Hall		Banquet Room*		Upstairs Seating Gallery	
Kitchen		Main Hall Stage		Tables – Round (20)	
Chairs – Cloth covered (300)		*Food restrictions apply			

## ADDITIONAL DETAILS

	YES	NO		YES	NO
Do you wish to consume/serve alcohol? <sup>1,3</sup>			Do you wish to sell alcohol? <sup>2,3</sup>		
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:		
<b>Notes:</b>					
<sup>1</sup> Requires an application for a Liquor Permit to be completed and approved.					
<sup>2</sup> Requires an approved Liquor Licence.					
<sup>3</sup> Strictly no glass permitted on City's Parks, Ovals or Reserves.					

SCHEDULE OF FEES & CHARGES			
Whole Hall (Incl. Banquet Room & Kitchen)			
	Community Group	Small Business	Corporate
Day (6am to 5pm) - Hourly Rate	\$71.10	\$106.60	\$142.20
Night (5pm to 11pm) - Hourly Rate (Min. 4 hours)	\$76.50	\$115.30	\$153.00
Full day and Night Rate (6am to 11pm)	\$655.90	\$984.30	\$1311.75
Per day after first day	\$492.15	\$738.80	\$984.30
Banquet Room Only or Kitchen Only			
Day (6am to 5pm) - Hourly Rate	\$27.55	\$41.00	\$55.00
Night (5pm to 11pm) - Hourly Rate (Min. 4 hours)	\$38.25	\$57.70	\$76.50
Full day and Night Rate (6am to 11pm)	\$189.50	\$287.50	\$382.80
Hire Bond – Alcohol (liquor permit/licence to be submitted)			\$600.00
Hire Bond – No Alcohol			\$250.00
Key Deposit			\$55.00
Caretaker Fee per Hour (A caretaker hourly fee is required for all bookings – this includes setup, event duration and pack up. Caretaker requirements will vary depending on security arrangements and will be determined by the City Bookings Officer.)			\$41.00 (until 5:00pm on weekdays excl. weekends & public holidays)
			\$44.20 (after 5:00pm on weekdays/full day over weekends/public holidays)
<b>Security</b> is required for all bookings with a liquor permit/licence. Security will be appointed for the duration of the event (including pack up time) or when the City's caretaker isn't available due to other requirements. A licensed security guard/s will be organised by the City on behalf of the hirer. Two security guards for the first 100 people, thereafter one additional security guard per 100 people.			\$54.30 per hour (Mondays - Saturdays)
			\$61.70 per hour (Sundays & Public Holidays)
<b>Please note that setup and pickup fees will apply according to the day and night hourly rates.</b>			

CUSTOMER DECLARATION	
<p>1. By signing this application form the hirer confirms:</p> <ul style="list-style-type: none"> <li>That they have received a copy of the Conditions of Use of City of Kalgoorlie-Boulder Venues Policy</li> <li>The customer acknowledges that they will abide by the Terms and Conditions outlined in the document.</li> <li>That a breach of policy may result in forfeiture of bonds or subsequent financial penalties.</li> <li>That they can be held liable for call out fees by the City's security service provider should venues not be properly locked up and alarm systems activated.</li> </ul> <p>2. A booking is not deemed confirmed until all appropriate forms and bond payments/fees have been received by the City of Kalgoorlie-Boulder.</p> <p>3. Commercial bookings must receive the approval of the CEO prior to being deemed confirmed.</p> <p>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 hire to have priority.</p> <p>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.</p> <p><b>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. Failure to return a key within 5 working days after issue or damage to City property may result in a loss of bond.</b></p>	

**SIGNED BY HIRER**

Name in Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

FOR OFFICE USE ONLY			
Was Liquor Permit approved by the CEO?	Yes	No	
Was Commercial Booking approved by the CEO?	Yes	No	