



APPLICATION TO HIRE LORD FORREST COMPLEX

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? <i>(Applicable where members of the public are participating in or attending a function/event/activity.)</i>						
Yes	No	Value				
<small>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.</small>						

DATE AND TIME REQUIREMENTS

Please be advised that set up and clean up/pack up times must be included in the booking form. Hammond Park bookings are limited to a 4 hour period.

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

TYPE OF FUNCTION/EVENT/ACTIVITY

Function/Event/Activity Name:								
School Activity		Fundraising		Cultural Activity		Performance/Concert		
Birthday Party		Wedding		Baby Shower		Exhibition/Show		
Circus		Markets		Other:				
Short description of Function/Event/Activity:								
Expected Attendance (Max):				<i>Adults (Over 18)</i>			<i>Children (Under 18)</i>	

ADDITIONAL DETAILS

	YES	NO		YES	NO
Will you be using the power outlets?			Will you have amplified music at your event?		
Do you wish to consume/serve alcohol? ^{1, 3}			Do you wish to sell alcohol? ^{2, 3}		
Will you be serving food at the facility?			Will you be erecting any temporary structures?		
Does your booking involve any commercial activity?			Details:		
Will you be storing any goods or valuables at the facility?			Details:		

Notes:
¹ Requires an application for a Liquor Permit to be completed and approved.
² Requires and approved Liquor Licence.
³ Strictly no glass permitted on the City's Parks, Ovals or Reserves.

SCHEDULE OF FEES & CHARGES – LORD FORREST COMPLEX

Hire/Utility Fees	Half Day Hire (< 4 hours)	\$81.80	Full Day Hire (> 4 hours)	\$163.70
	Evening Hire (Summer from 7:00pm/Winter from 5:00pm)			\$163.70
	Full Day & Evening Hire			\$262.65
	Utility Fee (Power) – per hour/power box			\$6.30
Hire Bonds	With Alcohol	\$350.00	No Alcohol	\$150.00
Key Bond for all areas				\$55.00

CUSTOMER DECLARATION

1. By signing this application form the hirer confirms:
 - That they have received a copy of the Conditions of Use of Recreational Reserves Policy.
 - The customer acknowledges that they will abide by the Terms and Conditions outlined in the documents.
 - That a breach of policy may result in forfeiture of bonds or subsequent financial penalties.
 - *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.*
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 Chief Executive Officer 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 Chief Executive Officer 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 of interest with other bookings on the day.

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.

SIGNED BY HIRER

Name in Print: _____ Signature: _____ Date: ___/___/___

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Was Liquor Permit approved by the CEO?	Yes		No	
Was Commercial Booking approved by the CEO?	Yes		No	