



APPLICATION TO HIRE KALGOORLIE TOWN 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 Type:	Government		Not for Profit		Commercial
	Community		School		Other <i>(please specify)</i>
Postal Address: <i>(Note: Bonds/Refunds issued by cheque will be returned to this address)</i>	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	
<i>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.</i>					

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	
<i>Note: Setup and pack up fees will apply as per day and night hourly hire rates for Town Hall bookings.</i>			

TYPE OF FUNCTION/EVENT/ACTIVITY

Please note that no smoke machines are allowed to be used at the venue.

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

ZONE & EQUIPMENT REQUIREMENTS

Main Hall		Banquet Room*		Upstairs Seating Gallery	
Kitchen		Main Hall Stage		Tables – Round (20)	
Chairs – Cloth covered (200)					

ADDITIONAL DETAILS

Please note that no smoke machines are allowed to be used at the venue.

	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 involve any commercial activity?			Details:		

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. Banquet Room & Kitchen)

	Community Group	Small Business	Corporate
Day (6am to 5pm) - Hourly Rate	\$82.00	\$123.00	\$164.50
Night (5pm to 11pm) - Hourly Rate (Min. 4 hours)	\$89.00	\$133.00	\$177.00
Full day and Night Rate (6am to 11pm)	\$750.00	\$1136.50	\$1514.00
Per day after first day	\$570.00	\$852.50	\$1136.50

Banquet Room Only or Kitchen Only

Day (6am to 5pm) - Hourly Rate	\$32.00	\$47.50	\$64.50
Night (5pm to 11pm) - Hourly Rate (Min. 4 hours)	\$44.50	\$67.50	\$89.00
Full day and Night Rate (6am to 11pm)	\$218.50	\$331.50	\$442.50

Hire Bond – Alcohol (liquor permit/licence to be submitted)	\$1036.00
Hire Bond – No Alcohol	\$414.50
Key Deposit	\$64.50

A caretaker hourly fee is payable for all bookings (this includes setup time, event duration, pack up time). Caretaker requirements will vary depending on security arrangements and will be determined by the City Bookings Officer upon making a booking.	\$47.50 per hour (on weekdays before 5pm)
	\$51.50 per hour (after 5pm on weekdays and all hours over weekends & on public holidays)

Security is required for all bookings with a 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 appointed for the first 100 people, thereafter one additional security guard per 100 people. Please note minimum quote for security fees will be for four hours after which the hourly rate will apply.	\$61.00 per hour (Mondays-Saturdays)
	\$69.50 per hour (Sundays & Public holidays)

Please note that setup and pack up fees will apply according to the day and night hourly rates.

CUSTOMER DECLARATION

1. By signing this application form the hirer confirms:
 - 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.

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 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: ___/___/___