



APPLICATION TO HIRE LORD FORREST COMPLEX

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:	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. 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):	Adults (Over 18)	Children (Under 18)	

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)	\$95.00	Full Day Hire (> 4 hours)	\$190.00		
	Evening Hire (Summer from 7:00pm/Winter from 5:00pm)			\$190.00		
	Full Day & Evening Hire			\$300.00		
	Hire Fee* – Events – Per day			\$310.00		
	Utility Fee (Power) – per hour/power box			\$8.50		
Hire Bond	With Alcohol	\$590.00	No Alcohol	\$259.00	Events*	\$2072.00
	Key Bond					\$64.50
<i>Fees and bonds for a large community event or commercial activity are to be determined by the Chief Executive Officer upon application.</i>						
Refuse Bins for Events						
The Event Organiser is responsible for making the appropriate arrangements for the collection and removal of all litter occurring as a result of the event. Please confirm the quantity required with the City's Bookings Coordinator and provide proof of booking of bin/s at least one (1) week prior to the event.						
Provision of Toilet Paper, Hand Soap/Sanitiser, Paper Towels, etc.						
It is the responsibility of the Event Organiser to provide toilet paper, hand soap and/or hand sanitiser, paper towels, etc. for the attendees of their event.						

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.
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. 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.

SIGNED BY HIRER

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