



# APPLICATION TO HIRE KCGM SPORTING PAVILION

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? *(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.

<b>1<sup>st</sup> FLOOR MULTI PURPOSE SPACE</b>	
<b>GROUND FLOOR OFFICE SPACE</b>	
<b>GROUND FLOOR FLEXI SPACE (MEETING ROOM)</b> Accommodates up to 12 people (4 x tables, 12 x chairs, multimedia equipment incl. projector, projector screen, speakers & whiteboard)	
Multimedia Equipment 1 <sup>st</sup> Floor Multi-Purpose Space	Meeting Room/Flexi Space only
Yes	No

## 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

## TYPE OF FUNCTION/EVENT/ACTIVITY

Function/Event/Activity Name:			
School Activity	Fundraising	Cultural Activity	Exhibition/Show
Birthday Party	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? <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 involve any commercial activity?			Details:		

**Notes:**  
<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 the City's Parks, Ovals or Reserves.

RAY FINLAYSON SPORTING COMPLEX			
	Community Group	Small Business	Corporate
<i>Office Space</i>			
Weekly Hire Rate	\$218.50	\$332.50	\$442.50
<i>1<sup>ST</sup> Floor Multi Purpose Space /Meeting Room/Flexi Space</i>			
Day (6am to 5pm) – Hourly Rate	\$32.00	\$47.50	\$64.50
Night (5pm to 11pm) – Hourly Rate	\$44.50	\$67.50	\$95.50
Full Day and Night Rate (8am to 11pm)	\$219.50	\$331.50	\$443.50
Multimedia Equipment			\$125.50
Hire Bonds	No Alcohol	\$414.50	With Alcohol
<i>Long Term Hirers (6 months or more) rate – 75% reduction on scheduled fees with user agreements</i>			
<b>Other Costs</b>			
Cleaning Fee – per hour			\$95.50
Key Bond			\$64.50
<i>Please note that setup and pack up fees will apply according to the day and night hourly rates.</i>			

<b>CUSTOMER DECLARATION</b>	
<ol style="list-style-type: none"> <li>1. By signing this application form the hirer confirms: <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>• <i>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.</i></li> </ul> </li> <li>2. A booking is not deemed confirmed until all appropriate forms and bond payments/fees have been received by the City of Kalgoorlie-Boulder.</li> <li>3. Commercial bookings must receive the approval of the CEO prior to being deemed confirmed.</li> <li>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.</li> <li>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.</li> </ol> <p><i>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.</i></p>	

**SIGNED BY HIRER**

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