



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	
-----	--	----	--	-------	--

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.

OFFICE SPACE

FLEXI SPACE (MEETING ROOM) Accommodates up to 12 people <i>(4 x tables, 12 x chairs, multimedia equipment incl. projector, projector screen, speakers & whiteboard)</i>			
Multimedia Equipment <i>(Meeting Room/Flexi Space only)</i>	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	
Birthday Party		Wedding		Baby Shower	
Short description of Function/Event/Activity:					
Expected Attendance (Max):		Adults <i>(Over 18)</i>		Children <i>(Under 18)</i>	

ADDITIONAL DETAILS

	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 the City's Parks, Ovals or Reserves.

RAY FINLAYSON SPORTING COMPLEX			
	Community Group	Small Business	Corporate
<i>Office Space</i>			
Weekly Hire Rate	\$211.00	\$321.00	\$427.00
<i>Meeting Room/Flexi Space</i>			
Day (6am to 5pm) – Hourly Rate	\$31.00	\$46.00	\$62.00
Night (5pm to 11pm) – Hourly Rate	\$43.00	\$65.00	\$92.00
Full Day and Night Rate (8am to 11pm)	\$212.00	\$320.00	\$428.00
Multimedia Equipment			\$121.00
Hire Bonds	No Alcohol	\$400.00	With Alcohol
<i>Long Term Hirers (6 months or more) rate – 75% reduction on scheduled fees with user agreements</i>			
Other Costs			
Cleaning Fee – per hour			\$92.00
Key Bond			\$62.00
<i>Please note that setup and pack up fees will apply according to the day and night hourly rates.</i>			

CUSTOMER DECLARATION	
1.	<p>By signing this application form the hirer confirms:</p> <ul style="list-style-type: none"> • 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. • 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.
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.
<p>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.</p>	

SIGNED BY HIRER

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