



Shire of Derby / West Kimberley

Civic Centre - Facility Hire Form

Applicant Details

Organisation Name:								
Organisation Type: (Please select one)	Community and Non-Government			Commercial and Government				
Surname:								
Given Names:								
Address:				Suburb:			Postcode:	
Postal Address:				Suburb:			Postcode:	
Mobile number:			Home:			Work:		
Email Address:								
Contact during activity:	Name:				Contact:			

Civic Centre for Hire (Refer to Terms and Conditions attached)

DERBY			
	Hall		Bar
	Kitchen		Grounds

Details of Hire

Activity/Purpose of Booking:							
Type of Booking:	Casual/One-off		Regular/Seasonal		Event		
Type of Event/Function:	Private		Community		Government		
	School		Fundraising		Corporate		
	Funeral		Other (please specify):				
Description of Event if applicable: <i>(Large Event i.e. Concert, Fair, Festival, Travelling Show, Expo, Sideshow, Circus)</i>							
Details of Entertainment if applicable: <i>(Bands, Activities, Amusement rides)</i>							
Date:	From			To			
Time:	From			To			
In the event of various days or times within the date range provided, please specify:							
Number of attendees:				What ages will be attending?			
Copy of Public Liability Certificate: <i>Not required for private events</i>							
Will alcohol be sold or served?	Yes		No				

Derby

☎ (08) 9191 0999 | 30 Loch Street
✉ sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

☎ (08) 9191 5355 | Flynn Drive
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(If SOLD, Alcohol Consumption application must be submitted and Liquor Licence must be provided; if SERVED, Alcohol Consumption application to be submitted).	
Will food be provided? (If yes, a Stallholders/Traders Application must be completed and submitted).	Yes No

Contact Details (For Events, functions and festivals only)

Please provide four names and mobile phone numbers of responsible adults who will be attending this event, and can be contacted in the case of an emergency

Name:		Mobile Number:	
Name:		Mobile Number:	
Name:		Mobile Number:	
Name:		Mobile Number:	

Return of Bond

Bond will be returned via EFT or cheque. Please select preferred option:

EFT	
Account Name:	
BSB:	
Account Number:	

CHEQUE	
Payable to Name/Organisation:	

Note: Bonds will only be refunded once keys, equipment and any inspections have been completed by Shire staff.

Police Clearance

Have you notified the Derby Police of this event? (This is only required if this function involves alcohol or more than 50 people)	Yes	No
If alcohol will be provided at this event, do you have a licence to SELL or SERVE alcohol? <i>If yes, copy must be provided.</i>	Yes	No
Do you require Security or Crowd Control for the event? (This is only required for public events or if requested by SDWK or the Derby Police)	Yes	No

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DERBY POLICE USE ONLY

Event approved by Derby Police?	Yes	No
Security required?	Yes	No
Police Officer's Signature:		
Officer's ID Number:		Date:

SECURITY INFORMATION

Company Name			
Company Details			
Confirmation of security	Officers name	Date	

Declaration

Important: Please read and sign this declaration for your application to be processed

1. I/We hereby make application for the use of the Shire of Derby/West Kimberley facilities and services and will not hold liable the Shire of Derby/West Kimberley and its agents or employees for any personal injury or loss of property.
2. I/We have read and understood the terms and conditions of the use and agree to uphold them for as long as the term of this agreement.
3. I/We acknowledge that all information provided is true and correct to the best of my knowledge.

Signature of Applicant:		Date:	
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SHIRE ADMINISTRATION USE ONLY

All requirements received:		Pre-inspection date:	
Entered into Calendar:		Post-inspection date:	
Officer Name:		Key number (if applicable):	
Officer Signature:		Key/Equipment returned date:	
Date:			

FEES AND CHARGES	
Rate and Cost per hour	
Total number of Hours	
Total Hire fee	
Bond	
Receipt Number:	

Bond Refund Approved:	
Approving Officer:	
Request for Bond Refund date:	

Central Record Registration number: _____

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Terms and Conditions


General Conditions (All Venues)

"The hire of this facility is subject to compliance with COVID-19 State of Emergency directions. It is the responsibility of the hirer to ensure all directions are met. The Shire may require evidence from the hirer to acknowledge current restrictions and demonstrate how they are being met. Failure to comply with this request may result in your booking being cancelled."

1. Full payment of bonds and hire charges in accordance with the Shire's Schedule of Fees and Charges is required to confirm a booking.
2. Appropriate licences must be obtained for the sale of food and/or drink.
3. If it is an event, an Event Application Package must be submitted, this includes sideshows and carnivals.
4. Keys will be issued on the day of the booking or the day before but no earlier. An inspection of the premises will take place with the hirer when the keys are issued and again upon return of the keys. This is to ensure hirer is aware of the condition of the premises prior to their booking and what condition the premises is expected to be left in following the booking.
5. Any hire does not include the use of property or facilities of surrounding properties.
6. Consumption of alcohol is not permitted without the prior approval of the Chief Executive Officer and Western Australian Police.
7. It is the responsibility of the hirer to ensure the safety of their participants and hold Public Liability Insurance.
8. Any application for hire may be cancelled at any time. In the event of two or more applications for hire being received for the same time and date, the Chief Executive Officer (or delegate) shall determine to which applicant the hire shall be granted.
9. The area used must be kept in a clean and tidy condition at all times.
10. If the venue is in an unsatisfactory state upon your arrival you must report it to the Shire of Derby / West Kimberley and if possible, take digital photographs as a way of documenting your concerns.
11. Any damaged equipment or fittings must be tagged and reported to the Shire of Derby / West Kimberley.
12. The hirer is responsible for opening and securing the premises, including checking all doors, windows and shutters are closed and secured at the end of the booking. Hirer will occur costs for damages of the property if unsecured until bond inspection is completed. See Map/Checklist for details.
13. The hirer is responsible for ensuring all rubbish is emptied into the Sulo Bin supplied.
14. All damages to equipment or the venue will be taken out of the hirers bond.
15. The setting up of tables, trestles and chairs and the removing and storage at the end of the function is the responsibility of the hirer. They must be neatly piled, any damages or requirement to reorganise will occur a cost.
16. Any hire may be refused where the person or the organisation have previously not complied with the conditions of hire.
17. No equipment from any venue will be hired separately/loaned or be able to be taken out of the premises. All fittings or equipment shall be left in a clean condition and returned to the original position.
18. The hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition in accordance with the hire and cleaning requirements
19. The bond for the premises will be returned within 14 days subject to all conditions of hire.
20. If the booking is cancelled following payment of bond and hire fees, the bond will be refunded in full. The hire fees will be refunded as follows.
 - 14 days prior to booking – full refund;
 - 7 days prior to booking – 50 %;
 - 48 hours – No refund
21. Booking as a not for profit organisation will require a copy of the organisation's Certificate of Incorporation with your application.
22. All hirers are responsible for the security of premises until the key is returned. Any damage incurred as a result of not securing the premises will be rectified at the cost of the hirer.

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Additional Terms and Conditions

Civic Centre

1. The driving of nails, tacks or screws etc. in, or the use of adhesive tape or similar on any surface of the premises is not permitted. Decorations remaining after the function shall be removed and disposed by the hirer.
2. The hirer shall be responsible for the maintaining order and decent behaviour within the property and shall be responsible for complying with these conditions. The organiser(s) of the event have a responsibility to ensure adequate security and control of patrons, the hall and the grounds. Any adverse reports in relation to this event, including from the Western Australian Police Service, will be recorded and may have a negative impact on future applications.
3. Security of Civic Centre is in accordance with the map and checklist

Community Room

1. The Kitchen must be kept clean, the hirers must ensure that they clean the microwave; remove all food from the fridge following use. Wash, dry and put away all kitchen utensils, empty rubbish bin and put in new liner.
2. The driving of nails, tacks or screws etc. in, or the use of adhesive tape or similar on any surface of the premises is not permitted. Decorations remaining after the function shall be removed and disposed by the hirer.

Recreation Centre

1. Covered Courts require equipment in the sports storeroom to be returned correctly. The courts swept clean and any rubbish cleared from surrounds.
2. Use of the canteen section requires a Stallholders Application.

Derby Oval

1. The area for use is the eastern end of the oval.
2. No stakes/pegs are to be driven into the ground without prior consultation with the Shire's Parks & Gardens department.
3. Glass is strictly prohibited.
4. Essential vehicles only are allowed on to the Oval and must be removed to outside the fenced area as soon as practicable.

Important: To ensure that your bond is returned the following must be completed.

- I. All keys must be returned by deadline.
- II. The facility and its immediate surrounds must be left in a clean and undamaged state.
- III. All non-functioning equipment or noticeable damages must be reported to Reception.

Note: the cost to repair any damages, or clean a facility where the hirer has failed to do so adequately, will be deducted from the bond. If insufficient funds held in bond, the hirer will be charged excess.

Certification of agreement / understanding

I, the hirer, hereby certify that I have read the conditions stated in the application / permit, and I fully understand those conditions and will comply with them.

Signature of Hirer: _____

Date: _____

Any breach of the above conditions may result in the hirer being banned from hiring any Shire Facility in the future.

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