



Shire of Derby / West Kimberley

Council Chamber Derby – 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:			

Details of Hire

Activity/Purpose of Booking:								
Type of Booking:		Casual/One-off			Regular/Seasonal			Event
Type of Event/Function:		Private			Community			Government
		Other			Fundraising			Corporate
Description of Booking if applicable:								
IT System Usage Please advise if you require usage of the computers and presentation screens. <i>Note - All presentations are required to be on a USB.</i>	YES		NO		Teams:			
	Any other IT information:				Zoom:			
					Other please specify:			
In the event of various days or times within the date range provided, please specify:	Date of Hire:					Times:		
Number of attendees:				What ages will be attending?				
Copy of Public Liability Certificate: <i>Not required for private events</i>								

Return of Bond

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

EFT	
Account Name:	
BSB:	

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
✉ sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



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Account Number:	
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CHEQUE

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

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 bins supplied.
14. All damages to equipment or the venue will be taken out of the hirers bond.
15. The setting up of additional tables and chairs and the restoring 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.

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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.

Additional Terms and Conditions

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.

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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