

Application to Hire Darkan Hall

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Applicant's Name: _____
Organisation (if applicable): _____
Address: _____
Suburb: _____ Post Code: _____
Email: _____
Home/Business Number: _____ Mobile Number: _____

Facility Required

Please tick all that apply

- Darkan Town Hall
 Pioneer Hall
 Kitchen: (Please inspect facilities as only basics are provided. Equipment including tables and chairs if required, are in the storage shed, request key when collecting hall keys prior to function. Please note: no consumables or extensive cleaning products provided).
 Tablecloths Yes Quantity: _____ No
Kitchen inventory list required Yes No
 Gym/Music and Drama Change Rooms

Details of Use: _____

Are you seeking approval for alcohol to be consumed? Yes No (If yes, please complete the Application for Permit to Serve Alcohol on Shire Property form)

Number of People Attending: _____

Date Required: _____ Time – From: _____ To: _____

Special Requests: A minimum of one week's notice is required to enable staff to schedule the requests.

Do you require additional rubbish bins? Yes No
Quantity: _____

Do you require additional recycling bins? Yes Quantity: _____ No

Do you require additional cleaning? Yes Details: _____ No

(This will be at hirers expense and subject to availability of staff)

Do you require tablecloths/tea-towels to be washed by the Shire? Yes No

(This will be at hirers expense and subject to availability of staff)

Conditions of Use/Hire

General

- Facilities are to be left clean and tidy. Benches are to be wiped down, bins emptied into wheelie bins and washed out. All floors to be swept and if needed vacuumed (broom and vacuum cleaner are in cleaner's cupboard in main hall).
- All crockery and cutlery used is to be washed and put away where it was found. Please report any damage/breakages to the Shire Office. Please note the hirer will be responsible to pay for repairs/replacements.
- All tablecloths are to be dry cleaned and returned. (Unless permission has been granted by the Shire for them to be washed).
- Tea towels are to be washed and returned.
- All DOORS are to be LOCKED on exit and keys returned to the Shire Office.
- Please familiarise yourself with the facility at time of booking to ensure awareness of what you may need to bring in addition to furniture/equipment/implements provided.
- I/We agree to obtain the appropriate licences required for the consumption and/or sale of alcohol.

Private Hire (Non-Club/Group)

- I/We agree to indemnify the Shire of West Arthur against all actions, claims, demands, and costs arising out of or in connection with the use/hire of these facilities.
- I/We understand it is our sole responsibility to ensure appropriate/adequate public liability insurance is obtained before using/hiring the facilities.

I/We have read, understood, and agree to abide by the conditions of use/hire.

Signed: _____ Date: _____

Name: _____

Position: _____

Office Use Only

Date Received: _____ Calendar Checked By: _____

Booking fee as per current Fee's/Charges: _____

Booking Approved Yes No Applicant Notified By: _____

Date Cleaner Notified: _____ Date Gym Members Notified: _____

Bond Amount Paid: _____ Date Inspected: _____

Debtor Name: _____ Date Invoiced Raised: _____

Total Amount: _____ Date Bond Refunded: _____