



APPLICATION FOR HIRE of MCLEAN HOUSE

Please submit your application to the Customer Service Desk at the Shire Administration Office or alternatively email enquiries@denmark.wa.gov.au.

IMPORTANT NOTE: bookings will be secured upon payment of all fees (including bond).
Please allow a minimum of 7 days for this application to be processed.

Name of Organisation (If applicable): _____

Applicant: _____

Address: _____

Phone No: _____ Email: _____

Type of Activity: _____

Anticipated Number of People: _____

Date/s of Booking: _____ Time: _____

(The date/s & time/s of hire should include any time required for setting up)

Hire Requirements:

McLean House Kitchen

Please refer to the Shire of Denmark's Fees & Charges Schedule for the current applicable hire fees which are amended from time to time by Council (these fees can be downloaded from www.denmark.wa.gov.au).

I/We accept that any loss and/or damage resulting from me/us hiring the facility noted above can be deducted from any bond that has been paid or is due to be paid by me/us.

Hirer's Signature

Date

OFFICE USE ONLY

Approved: YES / NO (*circle one*)

Bond to be paid: YES / NO (*circle one*)

Authorising Officer's Signature: _____ Date: _____

Fee/Charges: **Income Account 1620103**

Bond	\$ _____
McLean House Hire	\$ _____
Chairs \$ _____ / Trestle Tables \$ _____	\$ _____
Total:	\$ _____

REFUND OF BOND (cross out this section if not applicable)

Inspection carried out by: _____ Date: _____

List any damages, cleaning, and/or missing equipment:

Recommended Bond Deduction \$ _____

Amount to be refunded \$ _____

Name of Authorising Officer: _____

Signature of Authorising Officer: _____

Refund Cheque/EFT Issued:

Cheque /EFT number: _____



McLEAN HOUSE

GENERAL CONDITIONS OF HIRE

All users of McLean House must adhere to the following general conditions of hire.

- a) The Hirer will conduct the permitted activity in accordance with their application.
- b) The Shire will endeavor to enable the hirer to have quiet enjoyment of the premises, however reserves the right to enter the premises should it be required for any reason.
- c) The Hirer, and their invitees, shall always conduct themselves in a proper and orderly manner and be considerate to other users and adjacent residents when conducting activities;
- d) The Hirer is responsible for opening and securing the premises, switching off non-essential power and checking all doors, windows and shutters are closed and secured at the end of the booking. The Hirer will incur costs for damages of property if McLean House is left unsecured.
- e) Any damages to equipment or the venue, caused as a result of the hire, will be taken out of the Hirer's bond;
- f) The Shire of Denmark will not be held liable in the event of a breakdown of services or utilities;
- g) The driving of nails, tacks or screws ect. in, or the use of adhesive tape or similar on any internal wall is not permitted;
- h) The Shire of Denmark accepts no responsibility for loss, damage or theft of items left on the premises;
- i) Consumption of alcohol is not permitted.
- j) It is the responsibility of the Hirer to ensure the safety of their members and/or participants and hold public liability Insurance for no less than \$10,000,000 covering their liability in respect of:
 - I. Loss of, damage to, or loss of use of, any real personal property; and,
 - II. The bodily injury of or illness to, or death of, any person arising out of or in connection with the Hirers activity.
- k) The Shire of Denmark may request a copy of the Hirers Insurance as part of the application;
- l) Any hire may be refused where the person or the organisation have previously not complied with the conditions off hire;
- m) No equipment from McLean House will be hired separately or loaned or be able to be taken out of the premises;
- n) Any approved 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 Shire, or delegate, shall determine which applicant the hire shall be granted, this will generally be based on the principle of first in;
- o) If the venue is in an unsatisfactory condition upon your arrival, you must report it to the Shire infrastructure and if possible, take digital photographs as a way of documenting your concerns;
- p) Any damaged equipment or fittings must be reported to the Shire;
- q) The hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition.

Restrictions on Use

The Hirer must not overload any services, damage the Lessor's property or allow anything to be done or to occur in or about the Premises which is noxious, offensive or audibly or visually a nuisance.

SHIRE REQUIRED USE OF THE FACILITY WILL OVERRIDE ANY OTHER USER BOOKINGS

Certification of agreement / understanding

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

Signature of Hirer: _____ Date: _____

NOTE: A serious and intentional breach of the conditions may result in the hirer being banned from hiring any Shire facility in the future.