



APPLICATION FOR HIRE of CIVIC CENTRE

Please submit your application to the Customer Service Desk at the Shire Administration Office.

IMPORTANT: All fees (including bond) must be paid before your booking is considered after which time your booking will be confirmed by telephone or email. You should 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:

- | | | | | | |
|---------|--------------------------|---|--------------------------|---|--------------------------|
| Hall | <input type="checkbox"/> | Piano | <input type="checkbox"/> | Tables | <input type="checkbox"/> |
| Kitchen | <input type="checkbox"/> | Urn | <input type="checkbox"/> | <i>(Please specify the number required)</i> | |
| Bar | <input type="checkbox"/> | Dressing Room | <input type="checkbox"/> | Cutlery & Crockery | <input type="checkbox"/> |
| Stage | <input type="checkbox"/> | Chairs | <input type="checkbox"/> | <i>Minimum 50 pieces</i> | |
| Heaters | <input type="checkbox"/> | <i>123 chairs are available</i> | | Glasses (min 25) | <input type="checkbox"/> |
| | | <i>(Please specify the number required)</i> | | <i>Minimum 25 pieces</i> | |
| | | | | <i>Additional Bond payable</i> | |

Retractable Seating (seating is always in the out position i.e able to be sat on)

Withdrawn by Shire Retractable seating withdrawn by qualified person
(Charges apply) (No charges apply)
Name of Qualified person _____ Contact _____

Liquor Licence (Additional Bond payable)

If an Occasional Liquor Licence may be required. Applications can be lodged with either, The Department of Racing, Gaming and Liquor or with the Registrar at the Albany Magistrates Court. Applications must be lodged at least 14 days prior to the event/function.

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

NOTE: Denmark Village Theatre has a reserved annual booking commencing at the beginning of the last week of December through to the end of the Second week of January inclusive.

approved by Council Res: 230514

Approved: YES / NO *(circle one)*

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

Authorising Officer's Signature: _____ Date: _____

Fee/Charges: 0060

Bond	\$ _____
Extra Bond – Crockery / Cutlery / Glasses / Liquor <i>(cross out whichever doesn't apply)</i>	\$ _____
Hall	\$ _____
Chairs \$ _____ / Trestle Tables \$ _____	\$ _____
Withdrawal of seating	\$ _____
Kitchen Surcharge	\$ _____
Bar Surcharge	\$ _____
Heaters	\$ _____
Dressing Room	\$ _____
Cleaners	\$ _____
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 /EFTnumber: _____