



SHIRE OF
HARVEY

Local Government Property Local Law

Form 1

Application for Hire of Local Government Property

If assistance is required in completing this form, please phone 9729 0300

Name of Organisation _____

Facility _____

Please provide names and addresses of two persons as representatives: - Please print clearly

1. Name: _____

Phone (*most reliable contact number*): _____

Date of Birth: _____ Motor Drivers Licence Number: _____

Address: _____

2. Name: _____

Phone (Best Contact Number): _____

Date of Birth: _____ Motor Drivers Licence No: _____

Address: _____

Type of event: _____

SINGLE USE **REGULAR USE** **DAY(s) REQUIRED** _____

Date: _____ Duration From _____ am/pm To _____ am/pm

Area Required: Main Hall Main and Lessor Hall Main/Lessor hall and Kitchen Kitchen Only

Estimated Number of people attending: _____

Is alcohol to be sold or consumed on the premises: **Yes** **No**

(Written permission is required from council should it be intended for liquor to be consumed at the function.)

If alcohol is to be sold, has the appropriate liquor permit been obtained **Yes** **No**

(Application for such permits need to be made with the Licensing Court fourteen (14) days prior to function.)

Please provide details of liquor permit: Number: _____ Date of Issue: _____

Period Issued For: _____

And I agree to comply with all provisions of the Shire of Harvey Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property.

PLEASE NOTE: This is an application form only. Bookings are not confirmed until approval has been granted by the Shire of Harvey, and payment, ***including bond***, has been made in full. All invoices are to be paid prior to your first booking and no access will be granted until payment has been received. If for some unforeseen circumstance you are unable to hold the event anymore you must notify our office **48 hours** in advance. **All users are encouraged to hold their own Public Liability Insurance cover.**

Applicants Signature _____

Date: _____

Email: _____