

Application for hire of local government property

1.0 Contact details

Name of Organisation:

Please provide names and addresses of two representatives from your organisation

Person 1

Name

Phone

Address

Person 2

Name

Phone

Address

2.0 Venue details (Tick all that apply)

Halls	Hall areas required <small>(tick all that apply)</small>	Recreation and sports facilities	Reserves and Gardens
Australind Hall		Brunswick Recreation Centre	
Benger Hall	Main Hall	Brunswick Oval	Harvey Amphitheatre
Binningup Hall	Lesser Hall	Brunswick Showgrounds	Stirling Cottage Gardens
Brunswick Town Hall	Kitchen	Harvey Recreation Grounds	
Harvey RSL Hall	Other(please specify)	Harvey Oval	
Harvey Town Hall		Yarloop Sports Pavilion	
Roelands Hall		Binningup Oval	

3.0 Event Details

Purpose of Hire

Single use

Regular use

Date/s

Start time

Finish Time

Estimated number of people attending

4.0 Alcohol

Is alcohol to be consumed on the premises? Yes No

If yes, please obtain a [Permit to consume alcohol on shire property](#) at least 14 days prior to the function.

Is alcohol to be sold on the premises? Yes No

Permit number

If yes, please obtain an *Occasional Liquor Licence* from the Office of Racing, Gaming and Liquor. [Click here](#) for further information about how to apply.

Date of issue

Period issued for

5.0 Application Declaration

Please Note

Bookings are to be lodged with the Shire three weeks prior to the booking date.

Bookings will be confirmed when all payments have been received by the Shire.

If the venue hire is for an event, you may need to fill out an Event Application Form. Please refer to [Shire of Harvey Events and Festivals](#) for more information.

The Shire reserves the right to refuse any booking for any reason.

Cancellations

If an applicant cancels more than one month before the function, then they are entitled to a full refund of all charges and bonds that apply to that booking.

If the applicant cancels less than one month before the function, then they may apply to the Shire to change or alter the activity to another date. The Shire may approve or refuse a change at its discretion. If the applicant cancels less than one week before the booking date, a cancellation fee of 50% of the hire fee will apply.

Public Liability Insurance

The Shire of Harvey Insurers do not provide Public Liability coverage for any person or group of persons that are an Association, Corporation, Sporting Body, Club, Business or Incorporate Body who hire a Shire facility.

Hirers are required to take out Public Liability Insurance with a minimum cover of \$20 million to protect their group from any damage or injury that may occur. When required, evidence of Public Liability cover must be provided prior to commencement of hire.

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 local government property.

Applicants Signature

Date

Email

Please forward this form to:

Shire of Harvey
PO Box 500, Harvey WA 6220

OR
shire@harvey.wa.gov.au

If assistance is required in completing this form, please phone 9729 0323