

# 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

Australind Hall  
Benger Hall  
Binningup Hall  
Brunswick Town Hall  
Harvey RSL Hall  
Harvey Town Hall  
Roelands Hall

### Hall areas required

(tick all that apply)

Main Hall  
Lesser Hall  
Kitchen  
Other(please specify)

### Recreation and sports facilities

Brunswick Recreation Centre  
Brunswick Oval  
Brunswick Showgrounds  
Harvey Recreation Grounds  
Harvey Oval  
Yarloop Sports Pavilion  
Binningup Oval

### Reserves and Gardens

Harvey Amphitheatre  
Stirling Cottage Gardens

## 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.

**Collection Notice:** Personal information is collected in accordance with the Local Government Act 1995.

Failure to provide the required information may limit or prevent your ability to book a Venue.

For further information, please visit the Shire of Harvey website: [www.harvey.wa.gov.au](http://www.harvey.wa.gov.au).

Applicants Signature

Date

Email

Please forward this form to:

Shire of Harvey  
PO Box 500, Harvey WA 6220

or  
[shire@harvey.wa.gov.au](mailto:shire@harvey.wa.gov.au)

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