



# Venue Booking Request Form



Locked Bag 6225, Shire of Collie WA 6225

Ph: (08) 9734 4388

Email: rp.reception@collie.wa.gov.au

Organisation name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Postal address for invoicing: \_\_\_\_\_  
 Please send invoice

## BOOKING DETAILS -

**One off Booking**

Date: \_\_\_\_\_  
 Day of week: \_\_\_\_\_  
 Times Required: \_\_\_\_\_

OR

**Booking for set period of time**

Start Date	End Date	Times

Dates the booking is not required (eg. Public holidays): \_\_\_\_\_

Additional notes: \_\_\_\_\_

Will you require Roche Park to set up room? **Yes/No** (If YES, additional cost is charged)

If yes, please specify configuration or draw design: \_\_\_\_\_

AREA REQUIRED -	ADDITIONAL DETAILS -
(Please tick)	* How many people will be attending? _____
<input type="checkbox"/> Kitchen	* Do you require any of the following ?      Number required?
<input type="checkbox"/> Court 1	<input type="checkbox"/> Tea/ Coffee _____
<input type="checkbox"/> Court 2	<input type="checkbox"/> Tables _____
<input type="checkbox"/> Court 3	<input type="checkbox"/> Chairs _____
<input type="checkbox"/> Small Meeting Room	<input type="checkbox"/> Whiteboard <input type="checkbox"/> Projector screen
<input type="checkbox"/> Other _____	

### Quote:

Room Hire: \_\_\_\_\_ @ \$ \_\_\_\_\_ \$  
 Room Set Up: \_\_\_\_\_ @ \$ \_\_\_\_\_ \$  
 Tea/Coffee: \_\_\_\_\_ @ \$ \_\_\_\_\_ \$  
 Other Hire: \_\_\_\_\_ @ \$ \_\_\_\_\_ \$

**TOTAL \$** \_\_\_\_\_

Notes:

Staff sign:

**VENUE BOOKING - CONDITIONS OF USE**

- 1 Bookings will only be accepted if they are submitted on a Venue Booking Request Form prior to commencement of Hire.
- 2 All applicants must sign and return this booking request form **prior** to commencement of Hire.
- 3 **AMENDMENTS TO BOOKINGS:** Any changes to your booking **must** be submitted in writing (eg. Fax, email, letter)
- 4 **CANCELLATION OF BOOKING:** Any cancellations **must** be received in writing and may incur a fee as outlined below:
 

Cancellation of your booking more than 7 days prior to the booking	No charge
Cancellation of your booking less than 7 days prior to the booking	50% of total booking fee
- 5 The Shire of Collie reserves the right to cancel bookings providing notice is given in writing at least 30 days prior to the booking start date.
- 6 Management reserves the right to use the facility, should it be required for special purpose or one off events providing the request is made in writing at least 30 days prior to the booking start date.
- 7 **CLEANING :**
  - a) All areas used must be left in a clean and tidy condition. Should the centre require any additional cleaning (above that which is normally done ) as a result of your use of the facilities, the hirer will be invoiced for these additional costs.
  - b) **Cleaning time by the hirer must be included in the total venue hire period.**
  - c) The hirer is required to vacate the Centre at the expiration of the time specified on the booking form. Failure to do so will result in **additional** costs being charged to the hirer.
- 8 The hirer shall not permit the consumption of alcoholic beverages during the currency of the hirer's booking without the written approval of the Centre Manager. The Centre Manager will only provide written consent if the State Liquor regulations can be satisfied.
- 9 Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law.
- 10 Damage to Centre property shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damages incurred by dependent guests/children.
- 11 Any damage discovered prior to booking, please report to reception, this will ensure that your organisation will not be held responsible.
- 12 Groups are to maintain and keep order and decent behaviour.
- 13 Roche Park is a Non-Smoking Building - Smoking is prohibited within 10 metres from door openings.
- 14 In the event of the emergency evacuation signal, assemble hirers group together and await staff instructions.

**DECLARATION**

I/We hereby make applicaton for the use of the Roche Park Recreation Centre facilities and services and will not hold liable Roche Park Recreation Centre, the Shire of Collie and it's agents, or employees for any personal injury or loss of property. I/We have read and understood the above Conditions of Use and agree to uphold them for as long as the term of this agreement.

- 15 I/We have received a copy of the Roche Park Evacuation Plan.  Please tick
- 16 I/We will instruct all patrons the emergency mustering point, exit doors, smoking areas prior to all meetings/functions  Please tick
- 17 I/We have given a copy of our Certificate of Currency to be recorded prior to venue booking  Please tick

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Name: ..... Signature: .....

<b>Office Use Only</b>	
Date Booking was received:	Received by: _____
Has the booking been entered into the appropriate booking sheets?	YES / NO
Request Form confirmation sent via:	<input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Phone On ___/___/20
This booking has been confirmed via:	<input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Phone On ___/___/20
<b>Payment Details</b>	
Total of invoice:	\$ _____
Depost Paid	\$ _____ Date: _____ Receipt # _____
Date Invoiced:	_____
Date Paid:	_____ Receipt # _____
Notes _____ _____	



ROCHE PARK RECREATION CENTRE  
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