

PART 1 – APPLICANTS DETAILS

Please complete applicant details	Organisation Name <input type="text"/>
	Applicant Name <input type="text"/>
	Address <input type="text"/>
	Contact number <input type="text"/>
	Email <input type="text"/>
	<input type="text"/>

PART 2 – PURPOSE OF HIRE

Please outline the purpose of hire	<input style="width: 100%; height: 50px;" type="text"/>
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PART 3 – COURT REQUIREMENTS

Please tick Court Requirements	<input type="checkbox"/> Half Court	<input type="checkbox"/> Full Court
	<input type="checkbox"/> Court 1	<input type="checkbox"/> Court2

PART 4 – FUNCTION ROOM /SMALL MEETING ROOM /KITCHEN/KIOSK - ROOM HIRE

Please tick the type of room required for hire and provide any booking requirements	<input type="checkbox"/> Function room 1
	<input type="checkbox"/> Function room 2
	<input type="checkbox"/> Small Meeting Room
	<input type="checkbox"/> Kitchen
	<input type="checkbox"/> Kiosk

PART 5 – DATE(S) AND TIMES(S) OF HIRE

Please provide date and time of hire, ensuring adequate booking time for set up and clean up.	Please Tick box	Day	Date From	Date To	Time From	Time To
	<input type="checkbox"/>	Monday				
	<input type="checkbox"/>	Tuesday				
	<input type="checkbox"/>	Wednesday				
	<input type="checkbox"/>	Thursday				
	<input type="checkbox"/>	Friday				
	<input type="checkbox"/>	Saturday				
	<input type="checkbox"/>	Sunday				

PART 6 – ADDITIONAL EQUIPMENT HIRE

Please indicate additional equipment/information required for hire.	<input type="checkbox"/> Trestle <input type="checkbox"/> Chairs <input type="checkbox"/> Whiteboard <input type="checkbox"/> Projector and screen <input type="checkbox"/> Tea and coffee <input type="checkbox"/> Urn How many people will be attending? _____
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PART 7 – LIQUOR LICENSE

Please indicate intention to consume and sell alcohol on council premises	Alcohol will be consumed on premises. <input type="checkbox"/> Yes <input type="checkbox"/> No Alcohol will be sold on premises. <input type="checkbox"/> Yes <input type="checkbox"/> No Number of people in licensed area ____ Must provide copy of liquor License.
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PART 8 – EXTERNAL CHANGEROOMS

Please Tick	Do you wish to hire external changeroom toilets? <input type="checkbox"/> Yes <input type="checkbox"/> No
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PART 9 – COMPETITION PACKAGE

Please Tick	Will you be operating a sporting competition requiring score boards and sports desk? <input type="checkbox"/> Yes <input type="checkbox"/> No
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PART 10 – CONDITIONS OF USE

Bookings will only be accepted if they are submitted on a Facility Hire Application Form prior to commencement of hire.

All applicants must sign and return this booking request form prior to commencement of hire.

AMMENDMENTS TO BOOKINGS: Any changes to your booking must be submitted in writing.

CANCELLATION OF BOOKING: Any must be received in writing and may incur a fee as outlined below:

Cancellation to your booking more than 7 days prior to the booking - No charge

Cancellation of your booking less than 7 days to the booking - 50% of the total booking fee.

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.

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 at least 30 days prior to the bookings start date.

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) because 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.

The hirer shall not permit the consumption of alcoholic beverages the currency of the hirer's booking without the written approval of the Centre manager. The Centre manager will require a written copy of the state liquor license regulation approval.

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.

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 dependant guests/children.

Any damage discovered prior to the booking., please report to reception, this will ensure that your organisation will not be held responsible.

Groups are to maintain and keep order and decent behaviour.

Roche Park is a non-smoking building – Smoking is prohibited within 10 metres from the door openings.

In the event of the emergency evacuation signal, assemble hirers group together and await staff instructions.

PART 11 – DECLARATION

I/We hereby make an application 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 its 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.

I/We have received a copy of the Roche Park Recreation Centre Evacuation Plan

Please tick	<input type="checkbox"/>
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I/We will instruct all patrons the emergency mustering point, exit doors, smoking areas prior to all meetings/functions.

Please tick	<input type="checkbox"/>
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I/We have given a copy of our Certificate of currency to be recorded prior to venue booking.

Please tick	<input type="checkbox"/>
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I have provided a copy of our liquor license prior the start date of the event – if required

Please tick	<input type="checkbox"/>
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Please Date and Sign below:

Name	Date	Signature

PART 12 – COST BREAKDOWN

	WEEKDAYS	WEEKENDS	CAPACITY
Kitchen/Kiosk	\$33 per hour \$160 per day	\$120 per day	
Function Room 1	\$33 per hour \$160 per day	\$170 per day	50 persons
Function Room 2	\$33 per hour \$160 per day	\$170 per day	80 persons
Small Meeting Room	\$23 per hour \$130 per day		15 persons
Stadium: Major (9am-6pm) Court 1&2	\$350 per day	\$350 per event	
Stadium: Minor (9am-6pm) Court 3	\$200 per day	\$200 per event	
Stadium: Full Court (before 6pm)	\$50 per hour	\$50 per hour	
Stadium: Full Court (after 6pm)	\$55 per hour	\$55 per hour	
Stadium: Half Court (before 6pm)	\$30 per hour	\$30 per hour	
Stadium: Half Court (after 6pm)	\$35 per hour	\$35 per hour	

*Other Fees and Charges May Apply

Friday, Saturday & Sunday after 6pm	Major Stadium: \$260 per event Minor Stadium: \$220 per event Function Room: \$170 per event Kitchen: \$170 per event
Room Set up Fee	\$71 per event
Tea & Coffee	\$3 per head OR Urn Hire: \$13
Trestle Table	\$7 per day
Chairs	\$2 per day per chair
Additional Staffing	\$60 per hour
Additional Cleaning	\$60 per hour
Set Up (Pre & Post Event)	\$71 per event
External Changerooms	\$145 per event

PART 13 – OFFICE USE ONLY

	Copy of Certificate of insurance from hirer
	Form signed by hirer
	Debtor form sent – only required if not already in accounts system
	Date of event has been confirmed via email or SMS
	Date sent -



Roche Park Recreation Centre - 4055 Coombes St, Collie WA

For more information: Phone 08 9734 4388

Email: rp.reception@collie.wa.gov.au or find us on Facebook!