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| Date received. |

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FACILITY HIRE FORM APPLICATION

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| PART 1 – APPLICANTS DETAILS |

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| Please complete applicant details | Organisation Name   |  | | --- | |  |   Applicant Name   |  | | --- | |  |   Address   |  | | --- | |  |   Contact Number   |  | | --- | |  |   Email   |  | | --- | |  | |

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| PART 2 – PURPOSE OF HIRE |

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| Please outline the purpose of hire |  |

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| PART 3 – COURT REQUIREMENTS |

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| Please tick Court Requirements | Half Court Full Court  Court 1 Court2 Court 3 |

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

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| Please tick the type of room required for hire and provide any booking requirements | Function room 1  Function room 2  Small Meeting Room  Kitchen  Kiosk |
| Do you require us to set up the room? | Yes  No |

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| PART 5 – DATE(S) AND TIMES(S) OF HIRE |

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| 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 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Monday |  |  |  |  | |  | Tuesday |  |  |  |  | |  | Wednesday |  |  |  |  | |  | Thursday |  |  |  |  | |  | Friday |  |  |  |  | |  | Saturday |  |  |  |  | |  | Sunday |  |  |  |  | |

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| PART 6 – ADDITIONAL EQUIPMENT HIRE |

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| Please indicate additional equipment/information required for hire. | Trestle  Chairs  Whiteboard  Projector and screen  Tea and coffee  Urn  How many people will be attending? \_\_\_\_\_ |

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| PART 7 – LIQUOR LICENSE |

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| Please indicate intention to consume and sell alcohol on council premises | Alcohol will be consumed on premises.  Yes No  Alcohol will be sold on premises.  Yes No  Number of people in licensed area \_\_\_\_  Must provide copy of liquor License. |

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| PART 8 – EXTERNAL CHANGEROOMS |

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| Please Tick | Do you wish to hire external changeroom toilets?  Yes  No |

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| PART 9 – COMPETITION PACKAGE |

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| Please Tick | Will you be operating a sporting competition requiring score boards and sports desk?  Yes  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:

1. 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.
2. Cleaning time by the hirer must be included in the total venue hire period.
3. 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.

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| 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

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| --- | --- |
| Please tick |  |

I/We will instruct all patrons the emergency mustering point, exit doors, smoking areas prior to all meetings/functions.

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| --- | --- |
| Please tick |  |

I/We have given a copy of our Certificate of currency to be recorded prior to venue booking.

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| --- | --- |
| Please tick |  |

I have provided a copy of our liquor license prior the start date of the event – if required

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| Please tick |  |

Please Date and Sign below:

Name Date Signature

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| PART 12 – COST BREAKDOWN |

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|  | **COST** | **CAPACITY** |
| **Kitchen/Kiosk** | $34 per hour  $165 per day |  |
| **Function Room 1** | $34 per hour  $165 per day | 50 persons |
| **Function Room 2** | $34 per hour  $165 per day | 80 persons |
| **Small Meeting Room** | $24 per hour  $135 per day | 15 persons |
| **Stadium: Major Court 1&2** | $360 per day |  |
| **Stadium: Minor Court 3** | $215 per day |  |
| **Stadium: Full Court** | $60 per hour |  |
| **Stadium: Half Court** | $40 per hour |  |

*\*Other Fees and Charges May Apply*

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| --- | --- |
| **Room Set up Fee** | $72 per event |
| **Tea & Coffee** | $2 per head |
| **Additional Staffing (Includes Cleaning)** | $65 per hour |
| **Set Up (Pre & Post Event)** | $72 per event |
| **External Changerooms** | $33 per event |

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| PART 13 – OFFICE USE ONLY |

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|  | 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 - |

A logo for a park

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**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!**