

Casual Facility/Equipment Hire Form

Cnr Flynn Drive & Forrest Road
PO Box 101, Fitzroy Crossing WA 6765

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**Shire of Derby /
West Kimberley**

8:30am - 4:00pm MON - FRI

A. APPLICANT DETAILS

0		
Organisation Type:		
<input type="checkbox"/> Commercial (profit)	<input type="checkbox"/> Community (not for profit)	<input type="checkbox"/> Function (graduation, meeting, birthday, etc)
Surname:		Given Names:
Address:		Suburb: Postcode:
Postal Address:		Suburb: Postcode:
Phone 1:	Phone 2:	Fax:
Email Address:		
Contact During Event/Activity (if different from above):		Phone 1: Phone 2:

B. FACILITY / EQUIPMENT HIRE (Refer to Terms and Conditions attached)

Select Facility / Equipment for hire:

Rec Centre / Hall <input type="checkbox"/>	Hire of Rec Centre / Hall includes tables & chairs. Please state quantity: Chairs: _____ Tables: _____		Undercover Courts <input type="checkbox"/>
Town Oval <input type="checkbox"/>			
Canteen <input type="checkbox"/>	Sound / PA System <input type="checkbox"/>	Projector & Screen <input type="checkbox"/>	

C. DETAILS OF HIRE

Activity / Purpose of Booking:			
Description of Event (concert, fair, festival):			
Details of Entertainment (bands, activities, amusement rides):			
Date From: (include set up/pack up days)	Date To: (include set up/pack up days)	Time From: (include set up/pack up days)	Time To: (include set up/pack up days)
Note: Fairs, festivals, circus & sideshow events can only be held from Thursday to Sunday.			
Oval / Court lights required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time(s) required:	Lights on: Lights off:
Number of attendees:		What ages will be attending?	
Application for Public Event Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approving Officer Signature:	
Will alcohol be served or sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes:</i> Complete Request Consumption of Liquor Permission	
Will food be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes:</i> Complete Stallholders / Traders Permit Application	
Will food be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes:</i> Provide details how food will be supplied, prepared & served:	

D. DETAILS OF CONTACTS

Please provide four (4) names and mobile phone numbers of responsible adults who will be attending this event in case of an emergency:

	Name	Mobile Phone Number
1		
2		
3		
4		

E. RETURN OF BOND

The return of bond will be made via cheque or EFT. Please select your preferred choice and provide details:

<input type="checkbox"/> EFT		<input type="checkbox"/> Cheque
Account Name:		Payable to Name / Organisation:
BSB	Account Number	Bonds: only refunded once keys and equipment are returned and any inspections have been completed by Shire Staff.

F. POLICE CLEARANCE

Have you notified the Fitzroy Crossing Police of this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Only required if this function involves alcohol or large number of people (50+)		
Do you have a licence to SELL or SERVE alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Only required if Alcohol will be sold or served at this event - Please provide photocopy		
Do you require Security / Crowd Control for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Only required for public events or when requested by the Shire of Derby / West Kimberley or Police		

G. DECLARATION

Important: Please read and sign this declaration for your application to be processed:

- I/We hereby make application for the use of the Shire of Derby/West Kimberley facilities and services and will not hold liable the Shire of Derby/West Kimberley and its agents or employees for any personal injury or loss of property.
- I/We have read and understood the terms and conditions of use and agree to uphold them for as long as the term of this agreement.
- I/We acknowledge that all information provided is true and correct to the best of my knowledge.

Signature of Applicant:	Date:

POLICE USE ONLY

Event approved by Police:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Police Officer's Signature:	Officer's ID Number:	Date	

OFFICE USE ONLY

Shire Officer Name:
Shire Officer Signature:
Date:
Booking Approved
<input type="checkbox"/> Yes <input type="checkbox"/> No
Entered in System
<input type="checkbox"/> Yes <input type="checkbox"/> No

Fees	
Bond	Hire Fee
Trust Code	Receipt #
Pre-Inspection Date:	
Post-Inspection Date:	

Equipment/Key Returnd	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bond Refund Approved:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved By:	
Amount Refunded:	
Request for Bond Refund Date:	