Shire of Derby / West Kimberley

Fitzroy Crossing - Facility Hire Form

Applicant Details

Organisation Name:						
Organisation Type: (Please select one)	☐	**Community and Non-Government**	☐	**Commercial and Government**		
Surname:						
Given Names:						
Address:		**Suburb:**		**Postcode:**		
Postal Address:		**Suburb:**		**Postcode:**		
Mobile number:		**Home:**		**Work:**		
Email Address:						
Contact during activity:	**Name:**		**Contact:**			

Facility for Hire (Refer to Terms and Conditions attached)

☐	**Community Hall / Recreation Centre:**	☐ Toilets	☐ Kitchen	☐ Hall	
☐	**Oval:** *No Alcohol is permitted at this venue*	☐ Oval Lights (*Must tick if held after 5pm)*			
☐	**Undercover Courts:**	☐ Court 1	☐ Court 2	☐ Change Room	☐ Toilets
☐	**Canteen:** *(Stallholders Application must be submitted)*	Located in the Undercover Courts			

Details of Hire

Activity/Purpose of Booking:						
Type of Booking:		Casual/One-off		Regular/Seasonal		Event
Type of Event/Function:		Private		Community		Government
		School		Fundraising		Corporate
		Funeral		Other (please specify):		
If Regular/Seasonal: User Agreement Completed?	☐ Yes ☐ No	Copy Attached:		☐ Yes ☐ No		

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Is this a Public Event? (*If yes, Events Permit must be submitted)*	☐ Yes ☐ No	**Events Permit Application** Copy Attached: ☐ Yes ☐ No	**Public Liability Certificate** *(more than 50 people)* Copy Attached: ☐ Yes ☐ No
Description of Event if applicable: *(Large Event i.e. Concert, Fair, Festival, Travelling Show, Expo, Sideshow, Circus)*			
In the case of a Large Event, please state if operational or non-operational for each night booking:	☐ Operational	☐ Non- Operational	
In the event of various days or times within the date range provided, please specify:			
Lights Required at Derby Oval (Please include dates, times and power require)	☐ Yes ☐ No	DATE ON: TIME ON:	DATE OFF: TIME OFF:
	POWER	☐ Training Session ☐ Games ☐ Event Set-Up ☐ Event	
Details of Entertainment if applicable: *(Bands, Activities, Amusement rides)*			
Date:	From	To	
Time:	From	To	
Number of attendees:		**What ages will be attending?**	
Will alcohol be present at the event?	☐ Yes ☐ No	**(If yes,)**	☐ Sold ☐ Bring your own
*(If Alcohol is **PRESENT**, Alcohol Consumption Application must be submitted **and** If **SOLD**, Alcohol Consumption Application must be submitted and Liquor Licence must be provided).*		Alcohol Consumption Application Copy Attached: ☐ Yes ☐ No	Liquor Licence Application Copy Attached: ☐ Yes ☐ No
Will food be SOLD? *(If yes, a Stallholders/Traders Application must be completed and submitted).*	☐ Yes ☐ No	Copy Attached:	☐ Yes ☐ No

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Contact Details (For Events, functions and festivals only)

Please provide four names and mobile phone numbers of responsible adults who will be attending this event, and can be contacted in the case of an emergency

Name:		**Mobile Number:**	
Name:		**Mobile Number:**	
Name:		**Mobile Number:**	
Name:		**Mobile Number:**	

Equipment Hire *(Refer to Terms and Conditions attached)*

Equipment Required:	☐ Yes ☐ No	☐	Tables	QTY		☐	Chairs	QTY	
		Date:	FROM			TO			
		Time:	FROM			TO			

Return of Bond – Ensure to complete the *Creditor Application Form*

Bond will be returned via EFT **or** cheque. Please select preferred option:

EFT	
Account Name:	
BSB:	
Account Number:	
CHEQUE	
Payable to Name/Organisation:	
Creditor Application Form	
Copy Attached:	☐ Yes ☐ No

Note: Bonds will only be refunded once keys, equipment and any inspections have been completed by Shire staff.

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Police Clearance

(Please email all applications to fitzroy.crossing.police.station@police.wa.gov.au , please allow for 1-5 business days for review)

Have you notified the Fitzroy Crossing Police of this event? **(This is only required if this function involves alcohol or more than 50 people)**	☐ Yes	☐ No
If alcohol will be provided at this event, do you have a licence to SELL or SERVE alcohol? **If yes, copy must be provided.**	☐ Yes	☐ No
Do you require Security or Crowd Control for the event? **(This is only required for public events or if requested by SDWK or the Fitzroy Crossing Police)**	☐ Yes	☐ No

FITZROY CROSSING POLICE USE ONLY

Event approved by Fitzroy Crossing Police?	☐ Yes ☐ No		
Security required?	☐ Yes ☐ No		
Police Officer's Signature:			
Officer's ID Number:		**Date:**	

SECURITY INFORMATION

Company Name				
Company Details				
Confirmation of security	**Officers name**		**Date**	

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Shire of Derby / West Kimberley

Terms and Conditions

General Conditions (All Venues)

1. Full payment of bonds and hire charges in accordance with the Shire's Schedule of Fees and Charges is required to confirm a booking.
2. Appropriate licences must be obtained for the sale of food and/or drink.
3. If it is an event, an Event Application Package must be submitted, this includes sideshows and carnivals.
4. Keys will be issued on the day of the booking or the day before but no earlier. An inspection of the premises will take place with the hirer when the keys are issued and again upon return of the keys. This is to ensure hirer is aware of the condition of the premises prior to their booking and what condition the premises is expected to be left in following the booking.
5. Any hire does not include the use of property or facilities of surrounding properties.
6. Consumption of alcohol is not permitted without the prior approval of the Chief Executive Officer and Western Australian Police.
7. It is the responsibility of the hirer to ensure the safety of their participants and hold Public Liability Insurance.
8. Any application for hire may be cancelled at any time. In the event of two or more applications for hire being received for the same time and date, the Chief Executive Officer (or delegate) shall determine to which applicant the hire shall be granted.
9. The area used must be kept in a clean and tidy condition at all times.
10. If the venue is in an unsatisfactory state upon your arrival you must report it to the Shire of Derby / West Kimberley and if possible, take digital photographs as a way of documenting your concerns.
11. Any damaged equipment or fittings must be tagged and reported to the Shire of Derby / West Kimberley.
12. The hirer is responsible for opening and securing the premises, including checking all doors, windows and shutters are closed and secured at the end of the booking. Hirer will occur costs for damages of the property if unsecured until bond inspection is completed. See Map/Checklist for details.
13. The hirer is responsible for ensuring all rubbish is emptied into the Sulo Bin supplied.
14. All damages to equipment or the venue will be taken out of the hirers bond.
15. The setting up of tables, trestles and chairs and the removing and storage at the end of the function is the responsibility of the hirer. They must be neatly piled, any damages or requirement to reorganise will occur a cost.
16. Any hire may be refused where the person or the organisation have previously not complied with the conditions of hire.
17. No equipment from any venue will be hired separately/loaned or be able to be taken out of the premises. All fittings or equipment shall be left in a clean condition and returned to the original position.
18. The hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition in accordance with the hire and cleaning requirements
19. The bond for the premises will be returned within 14 days subject to all conditions of hire.
20. If the booking is cancelled following payment of bond and hire fees, the bond will be refunded in full. The hire fees will be refunded as follows.
    - 14 days prior to booking – full refund;
    - 7 days prior to booking – 50 %; -
    - 48 hours – No refund
21. Booking as a not for profit organisation will require a copy of the organisation's Certificate of Incorporation with your application.
22. All hirers are responsible for the security of premises until the key is returned. Any damage incurred as a result of not securing the premises will be rectified at the cost of the hirer.

Inspection & Image Agreement

1. Shire staff will conduct inspections and capture photographs before and after use.
2. Images will be emailed to the hirer.
3. Hirer has 2 hours from key collection to dispute pre-use condition and 2 business days after post-use.

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4. No right to return for cleaning or repairs after key return.
5. Costs will be deducted from bond without further negotiation.

Insurance & Liability

1. Public events require $10M Public Liability Insurance.
2. Hirers indemnify the Shire against all claims for injury, damage, or loss during the event

Additional Terms and Conditions

Community Hall / Recreation Centre

1. The Kitchen must be kept clean; the hirers must ensure that they clean the microwave; remove all food from the fridge following use. Wash, dry and put away all kitchen utensils, empty rubbish bin and put in new liner.
2. The driving of nails, tacks or screws etc. in, or the use of adhesive tape or similar on any surface of the premises is not permitted. Decorations remaining after the function shall be removed and disposed by the hirer.
3. Covered Courts require equipment in the sports storeroom to be returned correctly. The courts swept clean and any rubbish cleared from surrounds.
4. Use of the kitchen/canteen within the hall requires a Stallholders Application.
5. No equipment from the venue will be hired separately/loaned or be able to be taken out of the premises. All fittings or equipment shall be left in a clean condition and returned to the original position.

Fitzroy Oval

1. **No Alcohol is permitted at this venue**.
2. No stakes/pegs are to be driven into the ground without prior consultation with the Shire's Parks & Gardens department.
3. **Glass is strictly prohibited**.
4. Essential vehicles only are allowed on to the Oval and must be removed to outside the fenced area as soon as practicable.
5. Any damage to the oval fixtures, landscape, environment may incur fees & charges, or possible denial of bond return to the hirer in the event damages are related to the hirer's event use and or mishandling of equipment

Fitzroy Undercover Courts

1. The Undercover courts must be swept clean and any rubbish cleared from surrounds.
2. **Use of the canteen section requires a Stallholders Application**
3. The Kitchen, if hired in addition, must be kept clean; the hirers must ensure that they clean the microwave; remove all food from the fridge following use. Wash, dry and put away all kitchen utensils, empty rubbish bin and put in new liner.
4. The driving of nails, tacks or screws etc. in, or the use of adhesive tape or similar on any surface of the premises is not permitted. Decorations remaining after the function shall be removed and disposed by the hirer.
5. No equipment from the venue will be hired separately/loaned or be able to be taken out of the premises. All fittings or equipment shall be left in a clean condition and returned to the original position.

Fitzroy Crossing Canteen

1. The Kitchen must be kept clean; the hirers must ensure that they clean the microwave; remove all food from the fridge following use. Wash, dry and put away all kitchen utensils, empty rubbish bin and put in new liner.
2. The driving of nails, tacks or screws etc. in, or the use of adhesive tape or similar on any surface of the premises is not permitted. Decorations remaining after the function shall be removed and disposed by the hirer.

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3. **Use of the canteen facility attached to the Undercover Courts requires a Stallholders Application.**

Equipment

1. The Equipment must only be used for its intended purpose and operated by competent persons.
2. The Hirer is responsible for safeguarding the Equipment from damage, theft, or misuse during the Hire Period.
3. The Hirer must not make any alterations to the Equipment.
4. The Hirer is liable for any loss or damage, including accidental damage, to the Equipment
5. Any damaged or missing Equipment will be charged to the Hirer at the full replacement cost.
6. The Hirer must notify the Shire immediately in the event of any damage or loss.

Important: To ensure that your bond is returned the following must be completed.

I. All keys *if applicable* equipment must be returned by deadline.
II. The facility and its immediate surrounds must be left in a clean and undamaged state.
III. All non-functioning equipment or noticeable damages must be reported to Reception.

Note: The cost to repair any damages, or clean a facility where the hirer has failed to do so adequately, will be deducted from the bond. If insufficient funds held in bond, the hirer will be charged excess.

CERTIFICATION OF AGREEMENT / UNDERSTANDING

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

1. 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.
2. I/We have read and understood the terms and conditions of the use and agree to uphold them for as long as the term of this agreement.
3. I/We acknowledge that all information provided is true and correct to the best of my knowledge.
4. I/We accept the Terms and Conditions
5. I/We accept the inspection image and bond return conditions

Signature of Applicant:		**Date:**	

Any breach of the above conditions may result in the hirer being banned from hiring any Shire Facility in the future.

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Privacy Collection Notice: The Shire of Derby West / Kimberley collects your personal information on this form to process your application, deliver services, and perform our statutory functions under the *Local Government Act 1995* or related legislation. Your data is handled in accordance with the *Privacy and Responsible Information Sharing Act 2024*. Your personal information will only be disclosed to authorized officers or external bodies as permitted by law. You have the right to access and correct your personal information at any time.

If you choose not to provide the requested information, we may be unable to process your request.

To see our full collection notice and privacy statement visit www.sdwk.wa.gov.au. To request access to your personal information please contact the Corporate Services Team via email at sdwk@sdwk.wa.gov.au or phone (08) 9191 0999.