



Fitzroy Crossing – Facility Hire Form

Applicant Details:

(Items marked with * are Required)

*SURNAME:				*GIVEN NAMES:			
ORGANISATION: (Please select one)	Community and Non-Government			Commercial and Government			
*ADDRESS:				*SUBURB:			*POSTCODE:
POSTAL ADDRESS:				*SUBURB:			*POSTCODE:
*MOBILE:			WORK:			HOME:	
*EMAIL:							
HIRE CONTACT: (if different from above)	Full Name:			Contact Number:			

Facility for Hire (Refer to Terms and Conditions attached)

FACILITY	<input checked="" type="checkbox"/>	AREA	EVENT		ACTIVITY (e.g. training, market, fundraising etc.)
			Private	Public	
Community Hall / Recreation Centre		Toilets <input type="checkbox"/> Kitchen <input type="checkbox"/> Hall <input type="checkbox"/>			
Oval*		Oval Lights <input type="checkbox"/> (Must tick if held <u>after 5pm</u>)			
Undercover Courts		Court 1 <input type="checkbox"/> Court 2 <input type="checkbox"/> Change Room <input type="checkbox"/> Toilets <input type="checkbox"/>			
Canteen		(located in the Undercover Courts)			

*if requiring use of facilities such as toilets, please use the Community Hall and/or Undercover Courts

Details of Hire:

(Items marked with * are Required)

*Event Description (e.g. Concert, live bands, number of displays, marquees, expo, stalls etc)				
*Number of Attendees				
*Event Type	Casual / One-Off	Seasonal/ Regular	*If Seasonal/Regular please provide how frequent (i.e. Fortnightly, weekly & which repeating days etc)	Please tick if requiring Overnight Use
			e.g. Fortnightly, Every Wednesday	
*Start Date			*End Date	
*Start Time			*End Time	

Derby

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sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

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Additional Applications:

(All Applications can be found on our website www.sdwk.wa.gov.au or at the Fitzroy Crossing Visitor Centre Reception)

	Yes (Please attach to this form)	No
Public Events Application Package: <i>(Must be provided if event is Public)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Certificate <i>(Must be provided if event is Public)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Liquor Licence <i>(Must be provided if Alcohol is <u>SOLD</u> or <u>SERVED</u>)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Consumption Application <i>(Must be provided if Alcohol is <u>SERVED</u>)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Stallholders/Traders Application <i>(Must be provided if Food is provided during the event)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Police Clearance:

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

	Yes	No
Have You Notified Fitzroy Crossing Police? <i>(Must be notified if event has over 50 attendees)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a licence to <u>SELL</u> or <u>SERVE</u> Alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Do You Require Security or Crowd Control for the Event? *	<input type="checkbox"/>	<input type="checkbox"/>

**Required in the event SDWK, Fitzroy Crossing Police or Derby Police request Security Presence.*

FITZROY CROSSING POLICE USE ONLY:

	Yes	No
EVENT APPROVED?	<input type="checkbox"/>	<input type="checkbox"/>
SECURITY OR CROWD CONTROL REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>
POLICE OFFICER FULL NAME		ID NUMBER
SIGNATURE		DATE

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SECURITY INFORMATION:

(Please provide Proof of Booking from Security Company)

COMPANY NAME			
SECURITY DETAIL (Please provide description of Security Detail for Event)			
Company/Security Contact	<i>Full Name</i>		<i>Contact Number</i>
Security Officer's Signature			<i>Date</i>

Hirer Emergency Contact Details:

(For Public Events, Functions, Concerts & Festivals only)

1.	Full Name		Role		Mobile Number	
2.	Full Name		Role		Mobile Number	
3.	Full Name		Role		Mobile Number	
4.	Full Name		Role		Mobile Number	

Applicant Declaration:

Important: Please Read and Sign this declaration for your application to be processed.

1. I/We hereby make an application for the use of the Shire of Derby/West Kimberley – Fitzroy Crossing Facilities & 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 or any future agreement.
3. I/We acknowledge that all information provided is true and correct to the best of my knowledge.

Applicant Full Name		Date	
Applicant Signature			

***Please Read & Sign the Terms and Conditions once understood on the next section. ***

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Terms & Conditions

“It is the responsibility of the hirer to ensure all directions are met. Failure to comply with this request may result in your booking being cancelled & subsequent cancellation fees charged to the individual / organization as per our SDWK Fees & Charges, found on our website www.sdwk.wa.gov.au”

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 are 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 Silo 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;

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- 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.

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.

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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.
3. Use of the canteen facility attached to the Undercover Courts requires a Stallholders Application.
4. No equipment from the facility 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.

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

- I. All keys 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.

Return of Facility Bond

Bond will be returned via EFT or cheque upon post inspection of the facility hire dates and amounts determined as per the Terms and Conditions stated in this application.

Please select preferred option:

Direct Deposit / EFT	
Account Name:	
BSB:	
Account Number:	

CHEQUE	
Organisation Name:	
Hirer Name:	

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Certification of Agreement / Understanding

"I, the hirer, hereby certify that I have read the conditions stated in the application/permit, and I fully understand those conditions and will comply with them."

Hirer Full Name		Date	
Signature			

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

Once form is completed & signed, please hand into Shire of Derby/West Kimberley – Fitzroy Crossing Visitor Centre Reception or email fxtourism@sdwk.wa.gov.au with all completed applications.

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SHIRE ADMINISTRATION

SDWK STAFF USE ONLY

Facility Hire Form Complete:	Yes	No	Pre- & Post Inspection Dates: <i>(Both Calendar Invite Sent to Facility Manager)</i>	
Other Applications Completed & Attached:				
Calendar Booking Created: <i>(if multiple facilities, please place in respective calendars)</i>			Pre	Post
Officer Full Name			Position	
Officer Signature			Date	
FX Community Development Manager Approval	YES / NO		Signature	

Fees & Charges:

Facility(s) Hired: <i>(If multiple please state)</i>				
Date(s):				
Hourly Rate <i>(If applicable)</i>		Daily Rate <i>(If applicable)</i>		
Bond(s):				
Total Amount: <i>(Incl. GST)</i>				
Payment Type: <i>(Please provide SYNERGY RECEIPT Number)</i>	EFTPOS	CASH	PURCHASE ORDER	CHEQUE
Payment Date:				

Central Record Registration number: _____

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