



## TOWN HALL BOOKING APPLICATION FORM

### APPLICANT DETAILS

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

Is the applicant an individual hiring for private purposes?

- Yes
- No. *If no, please attach a copy of a certificate of Public Liability Insurance to this booking form.*

### BILLING DETAILS

- Same as above

Contact Name:

Organisation:

ABN:

Postal Address:

Suburb:

Postcode:

Contact number:

E-mail:

### EVENT DETAILS

Date(s) of event:

Number of attendee(s):

Type of event:

Venue access time:

Venue vacate time:

Event Start Time:

Event Finish Time:



## **BOND REFUND**

Bank Name:

---

Account Name:

---

BSB:

Account Number:

---

\*Please note, the Shire of Katanning's administration building is open 8.30am – 4.30pm, Monday to Friday for collection and return of keys to the premises. Functions requiring collection or return of keys outside of these times will need to make arrangements at the time of booking and will be required to pay a key bond.

### **Is the event open to the public?**

- Yes
- No

### **Requirements:**

- Main Hall
- Kitchen
- Small/ front foyer area
- Bar
- Stage
- Retractable Grandstand Cinema seating
  - \*Please note, if the seating is used you are required to ensure it is clean before vacating the premises
- Do you require a walkthrough of the venue prior to the event?

**\*Please note, upstairs area is unavailable and not to be accessed\***

### **Will alcohol be consumed?**

- Yes
  - If yes, will the alcohol be:
    - Sold (includes if it is part of a ticket sale to event)
    - Supplied
    - BYO

Prior approval must be obtained from the Shire of Katanning. If you plan to sell alcohol separately or by way of an inclusive charge, you are required to obtain a liquor license from the Department of Racing, Gaming and Liquor WA. A copy must be provided to the Shire of Katanning.

- No

### **Will you require Floor Care Services?**

Floor Care Service includes vacuuming, sweeping & mopping of the floors, all other requirements stated in terms and conditions must be adhered to by the hirer.

- Yes
- No

**Other requirements/specifications/comments:**



## TERMS AND CONDITIONS

- (a) Your booking is not confirmed until the **bond is paid in full**.
- (b) **Full payment is required 7 days prior to the booking date**, failure to do so will result in your booking automatically cancelling.
- (c) This form must be completed, signed, and submitted before an invoice will be issued.
- (d) The venue is to be entered and vacated by the nominated booking times.
- (e) Any fees incurred by late amendments to bookings will be deducted from the bond or met by the hirer.
- (f) The venue is to be left in a clean and tidy condition:
  - Lights and electrical appliances are to be switched off (excluding refrigeration)
  - All doors locked and all windows secured.
  - Tables and chairs should be cleaned and put back to their original position unless the set-up package has been purchased.
  - Floor to be vacuumed and mopped if required.
  - All rubbish is to be placed in the wheelie bins provided inside. Then emptied into the wheelie bins outside the Hall.
- (g) All costs for losses, damages or extra cleaning required inside and/or outside the facility will be deducted from the bond or met by the hirer. The hirer must inform the Shire of Katanning of any damage discovered prior to the commencement of their booking. Failure to do so may jeopardise the bond. The hirer must inform the Shire of Katanning of any damage caused during their booking. Any unreported damage costs may also be deducted from the bond or met by the hirer.
- (h) The driving of tacks, nails, screws or fixing of blue-tack etc into or onto any of the woodwork, walls or any part of the building, furniture or fixtures is strictly prohibited. No internal or external decorations are permitted to be erected without prior approval from the Shire of Katanning.
- (i) The use of candles or smoke devices within Shire of Katanning venues is prohibited as they will activate the fire alarms.
- (j) The Shire of Katanning has a NO SMOKING POLICY inside the Town Hall facilities and within 5 metres of all building entrances and openings.
- (k) It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner which causes a nuisance or annoyance. The hirer is to ensure that guests always behave in a decent manner, both inside and outside the facility. If police are called out due to excessive noise, to maintain order or disperse a disorderly crowd, the bond may be forfeited.
- (l) In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the Shire of Katanning. However, every care and precaution will be taken in this regard.
- (m) It may be necessary for maintenance work to be carried out on grounds and venues during your booking time. You will be contacted and advised of the nature of work and proposed timeframe. Every effort will be made to find an alternative venue for the hirer however no guarantee can be given.
- (n) If alcohol is to be sold, prior approval must be obtained from the Shire of Katanning and a liquor license must be obtained from the Department of Racing, Gaming and Liquor WA **no later than 7 days prior to the booking date**. A copy of this permit must be sent to the Shire of Katanning **no later than 7 days prior to the booking date**.
- (o) If alcohol is being consumed, the booking must finish by 12am midnight.
- (p) Each building is equipped with a limited number of tables and chairs. Any additional equipment required is to be provided at the hirer's expense.
- (q) Booking cancellation fee:
  - Less than 48 hours notice: 100% of hire fee.



- More than 48 hours' notice: no charge.
- (r) The Shire of Katanning reserves the right to require the presence of security/crowd control. This would involve the hiring of a licensed security firm at a ratio of 1:40 guests. Proof of the booking would be required in writing from the security company **no later than 7 days prior to the booking date.**
- (s) Applications may be declined at the discretion of the Shire of Katanning.
- (t) If a breach of the Terms and Conditions of hire is made the hirer will automatically forfeit the full bond.

I hereby acknowledge that I have read and agree to abide by the above conditions of hire.

**Applicant:**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On completion of this form, please return to the Shire of Katanning:  
Administration Office, 52 Austral Tce Katanning  
Email: [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

Street Address: 52 Austral Terrace,  
Katanning WA 6317  
Postal Address: PO Box 130, Katanning  
WA 6317  
Phone: 9821 9999 Email:  
[admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)  
Website: [www.katanning.wa.gov.au](http://www.katanning.wa.gov.au)  
[www.facebook.com/ShireOfKatanning](http://www.facebook.com/ShireOfKatanning)



## TOWN HALL PRICELIST

Description	Cost	
<b>BONDS</b>		
Venue bond - no alcohol present	\$300	
Venue bond - with alcohol present	\$600	
Key bond	\$50	
<b>MAIN HALL HIRE</b>		
<b>Foyer, reception area, bar, main hall &amp; stage</b>		
<b>Maximum Capacity:</b>		
213 Downstairs retractable seating		
145 Upstairs balcony seating		
96 sitting with tables/chairs		
<b>Equipment available:</b>		
18 trestle tables		
90 blue chairs		
50 white chairs		
Commercial/Government	\$62	per hour
Commercial/Government	\$450	per day
Non-Commercial	\$45	per hour
Non-Commercial	\$330	per day
School Functions	\$15.50	per hour
Rehearsal/set up for public event	\$30	per hour
<b>KITCHEN HIRE</b>		
Commercial/Government	\$20	per hour
Commercial/Government	\$150	per day
Non-Commercial	\$15	per hour
Non-Commercial	\$110	per day
<b>CLEANING</b>		
<b>Floor Care:</b>	\$66.50	per hour
Shire to vacuum/ sweep/ mop after hire.		
<i>*The hirer is responsible for pack down, tidy up and disposing of rubbish as per the terms and conditions</i>		

