



953 South Coast Highway (PO Box 183), Denmark WA 6333
Ph. (08) 9848 0300
Email: enquiries@denmark.wa.gov.au
Website: www.denmark.wa.gov.au.

APPLICATION FOR HIRE of CIVIC CENTRE

Please submit your application to the Customer Service Desk at the Shire Administration Office.

IMPORTANT: All fees (including bond) must be paid before your booking is considered after which time your booking will be confirmed by telephone or email. You should allow a minimum of 7 days for this application to be processed.

Name of Organisation (If applicable): _____

Applicant: _____

Address: _____

Phone No: _____ Email: _____

Type of Activity: _____

Anticipated Number of People: _____

Date/s of Booking: _____ Time: _____
(The date/s & time/s of hire should include any time required for setting up)

Hire Requirements: IS THIS A REGULAR ONGOING BOOKING: YES/NO **IF YES SEE BELOW**

- | | | | | | |
|---------|--------------------------|---------------|--------------------------|--|--------------------------|
| Hall | <input type="checkbox"/> | Piano | <input type="checkbox"/> | Tables | <input type="checkbox"/> |
| Kitchen | <input type="checkbox"/> | Urn | <input type="checkbox"/> | <i>(Please specify the number required)</i> | |
| Bar*** | <input type="checkbox"/> | Dressing Room | <input type="checkbox"/> | Chairs | <input type="checkbox"/> |
| Stage | <input type="checkbox"/> | Heaters | <input type="checkbox"/> | <i>123 chairs are available
(Please specify the number required)</i> | |

Retractable Seating (seating is always in the out position i.e able to be sat on)

Withdrawn by Shire (Charges apply) Retractable seating withdrawn by qualified person (No charges apply)

Name of Qualified person _____ Contact _____

Liquor Licence: (Additional Bond payable)
If alcohol is to be consumed or sold during the hiring period, you may be required to apply for a Liquor Licence from the Department of Racing, Gaming and Liquor, (<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>) or with the Register at the Albany Magistrates Court. Applications are the responsibility of the hirer and must be lodged at least 14 days prior to the event/function.

REGULAR HIRE: Please be advised that regular ongoing bookings at the Civic Centre are subject to a tentative month-by-month hire arrangement. This approach has been implemented to ensure equitable access to the venue for various community groups. In the spirit of fostering inclusivity and providing opportunities for all, this policy allows for flexibility in scheduling.

PRIORITY BOOKINGS: *In the event that another local community group expresses the need to utilise the Civic Centre on a day coinciding with your regular booking, their request may take precedence. Consequently, you may be required to make alternate arrangements for your event on short notice. However, we will make every effort to notify you promptly should such a situation arise.*

ALLOCATED DAYS AND TIMES: *Strict adherence to the allocated days and times as outlined in your booking agreement, is imperative. The exclusivity of these slots is integral to the efficient management of our shared community spaces and facilitates a seamless experience for all users.*

KEYS: *All keys issued to you must be returned on the same day as your booking concludes. This policy applies to all hirers, including regular users of the facility. Long-term possession of keys is strictly prohibited for all hirers.*

If your booking concludes after standard operating hours, kindly place the keys in the designated lockbox located adjacent to the front administrative doors for a secure and timely return of keys.

Failure to comply with the key return policy may result in the loss of your booking privileges. We appreciate your cooperation in maintaining the security and integrity of our facility.

FEES & CHARGES: Please refer to the Shire of Denmark's Fees & Charges Schedule for the current applicable hire fees which are amended from time to time by Council (these fees can be downloaded from www.denmark.wa.gov.au).

ACKNOWLEDGMENT: By proceeding with this booking, I/We acknowledge that I have read, understood and agree to the Terms and Conditions as outlined above, and agree that any loss or damage incurred during the facility hire can be deducted from any paid or due bond.

Hirer's Signature

Date

OFFICE USE ONLY

NOTE: Denmark Village Theatre has a reserved annual booking commencing at the beginning of the last week of December through to the end of the Second week of January inclusive. Approved by Council Res: 230514

Approved: YES / NO (*circle one*)

Bond to be paid: YES / NO (*circle one*)

Authorising Officer's Signature: _____ Date: _____

Fee/Charges: 0060

Bond (EXCLUDING LIQUOR SUPPLY)	\$ _____
Bond (INCLUDING LIQUOR SUPPLY)	\$ _____
Hall	\$ _____
Chairs \$ _____ / Trestle Tables \$ _____	\$ _____
Withdrawal of seating	\$ _____

Kitchen Surcharge	\$ _____
Bar Surcharge	\$ _____
Heaters	\$ _____
Dressing Room	\$ _____
Cleaners	\$ _____
Total:	\$ <u>_____</u>

REFUND OF BOND (cross out this section if not applicable)

Inspection carried out by: _____ Date: _____

List any damages, cleaning, and/or missing equipment:

Recommended Bond Deduction \$ _____

Amount to be refunded \$ _____

Name of Authorising Officer: _____

Signature of Authorising Officer: _____

Refund Cheque/EFT Issued: Cheque /EFTnumber: _____