

CASUAL USER AGREEMENT

Community Room & Town Hall



58 Johnston Street Dalwallinu
PO Box 141
DALWALLINU WA 6609

(08) 9661 0500

shire@dalwallinu.wa.gov.au
www.dalwallinu.wa.gov.au

Office Hours
8:30am – 4:30pm
Monday to Friday

APPLICANT DETAILS

Organisation			
Contact Person	Club position:		
Mailing Address			
Telephone No		Mobile No	
Email Address			

REGULAR USAGE DETAILS

Please attach fixtures / dates and write details of proposed usage

Date required	From / / To / /
Time required	From : am/pm To : am/pm
Facilities	<input type="checkbox"/> Community Room w/setup <input type="checkbox"/> Dalwallinu Town Hall <input type="checkbox"/> Buntine Town Hall <input type="checkbox"/> Community Room w/no setup <input type="checkbox"/> DDC Kitchen <input type="checkbox"/> Wubin Supper room <input type="checkbox"/> Boardroom <input type="checkbox"/> U-shape <input type="checkbox"/> Classroom <input type="checkbox"/> DDC Amphitheatre <input type="checkbox"/> Pithara Supper room

Function	Date	Expected attendance	Liquor		
			Served	Sold	BYO

LIQUOR: please attach a copy of liquor license if required for functions.

INSURANCE: please attach a copy of the Certificate of Currency for your public liability insurance to a minimum value of \$10,000,000. Please check; is this amount suitable for our group/business/planned events?

CONDITIONS OF USE / HIRE OF COUNCIL FACILITIES

HIRER	The Hirer must be 18 years and over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.
ACCESS	The Hirer and Public are restricted to the specific area of hire during designated times. ALL BUILDINGS used are to be LOCKED on exit and key returned to the Shire Admin Office.
HIRE CHARGE	Payment of the prescribed hire charge must be paid in full prior to the use of the facility. Keys will not be released unless payment is made. The Hirer shall be responsible for the first \$1,000 damage (insurance excess) and/or excessive cleaning. Facilities are to be left clean and tidy and all items returned to their original place.
KEYS	Keys to be picked up / returned to the Shire Admin Office unless prior arrangements made with a staff member. Failure to return keys will result in the forfeiture of all bonds.
LIQUOR	CONSUMPTION OR SALE OF LIQUOR REQUIRES PRIOR SHIRE PERMISSION. Consumption of alcohol on Shire premises requires written permission. Alcohol cannot be consumed after midnight. Special Events: Where substantial quantities of liquor are expected to be consumed, the Hirer must employ or otherwise have a person collect and remove all empty bottles, cans and refuse during the course of the event and is expected to have considered a risk management plan and security arrangements.
SMOKING	SMOKING IS NOT PERMITTED within any Shire facilities. Failure to comply will result in the forfeiture of any bond paid.
CATERING	Hire of any portion of Shire facilities shall comply with the provisions of the Health Act and Food Hygiene Regulations. No food is to be left in kitchen after the event.
HEALTH ACT	The hirer should comply with the provisions of the Health Act (and any other Act or bylaw currently in force at the time). The hirer accepts full responsibility in the event of any dispute arising in connection with the provisions of necessities under relevant Acts and/or bylaws or the non-compliance therewith.
FURNITURE/ EQUIPMENT	No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Shire facilities without prior permission from the Shire. Hirers are responsible for their own setting up and down of tables, chairs and trestles. Please ensure that furniture is not dragged across floors. Chairs and tables will be counted at the completion of the event. Any missing items will be charged at replacement cost plus 20% Administration charges. All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when departing the facility, please ensure that all doors and windows are locked. Fridges are to be turned off and left OPEN .
CROCKERY / CUTLERY	All crockery and cutlery used is to be washed and put away. Please report any breakages to the Shire Admin Office. Breakages will be charged at replacement cost plus 20% administration charge.
DECORATIONS	No person shall erect any internal decorations, place nails or screws in woodwork or walls in any facility. Internal decorations may be temporarily affixed using an 'approved' method but must be completely removed following hiring. Please discuss this with the Shire representative prior to your event.
CLEANING	The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacle provided. Floors must be swept and/or vacuumed. Kitchen floors must be mopped. Use only warm soapy water for cleaning. Benches, tables and chairs are to be wiped down with warm soapy water. The venue is to be returned to the Shire in the same condition as was received or extra fees will be incurred.
LIGHTS	Ensure all internal lights are turned off on departure.
CONCLUSION OF FUNCTION	Facilities can only be hired until midnight. All music must cease by 11.45pm and guests must have vacated the facilities and car parks by 01.00am . SPECIAL EVENTS: Permission may be sought from the Shire to extend the closure time. This must be applied for 30 (thirty) days prior to the event and the Shire will provide notification to the local police. Approval will be at the discretion of the Shire.

BOND RETURN FORM

Name of Account			
Name of Bank			
BSB		Account Number	

Signature & print name		Date	
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BOND	Refund of bond will only be made after satisfactory inspection and will be released by EFT.
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DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

I/We have read the schedule of fees and conditions of use and understand my responsibilities of the Hirer of Council Property.

I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted and indemnify the Shire of Dalwallinu against all actions, claims, demands and costs arising out of or in connection with the use / hire of this facility.

Applicant Name			
Signature		Date	/ /

Registered Officer Name			
Signature		Date	/ /

OFFICE USE ONLY

Date Received			Booking recorded by		
Booking approved		<input type="checkbox"/> Yes / <input type="checkbox"/> No	Booking entered into booking calendar		<input type="checkbox"/> Yes / <input type="checkbox"/> No
Permission to sell alcohol granted		<input type="checkbox"/> Yes / <input type="checkbox"/> No	Permission to sell food granted		<input type="checkbox"/> Yes / <input type="checkbox"/> No
Approved liquor license attached		<input type="checkbox"/> Yes / <input type="checkbox"/> No			
Other permission					
Customer notified	Date / /	Works request lodged No:		Cleaner notified	Yes / No
Payment received	\$	Date / /	EFTPOS	CASH	CHEQUE
Key issue form completed		Date / /			

CUSTOMER SERVICE OFFICER CHECKLIST

Date checked before use	/ /	Cleaning checklist carried out	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Date checked after use	/ /	Was extra cleaning required	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Time taken		Tasks required	
Swipe Card returned	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Comments	
Venue left in clean & tidy condition	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Officer's Signature	

Toilet clean and tidy	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Kitchen benches wiped	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Fridges left empty	<input type="checkbox"/> Yes / <input type="checkbox"/> No	All rubbish bins emptied	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Floor mopped and vacuumed	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Kitchen equipment cleaned	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Bond to be returned	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Chairs and tables stored	<input type="checkbox"/> Yes / <input type="checkbox"/> No