



FILE NO: 0301  
REFERENCE: \_\_\_\_\_

## MOULYINNING & DONGOLOCKING HALL HIRE FORM

### APPLICANT'S DETAILS

CONTACT NAME:		
ORGANISATION:		ABN:
ADDRESS:		
TELEPHONE:		
EMAIL:		

**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 bookings form.*

EVENT TYPE:		NO. OF ATTENDEE/S:	
DATE/S:			
ACCESS TIMES/S:			
EVENT TIME/S:			

**IS THIS EVENT OPEN TO PUBLIC ATTENDANCE?**

Note: All events must comply with the facility capacity and Covid restrictions.

- YES       NO

**WILL ALCOHOL BE CONSUMED?**

- YES       NO

IF YES, WILL THE ALCOHOL BE:

- SOLD (INCLUDES IF IT'S PART OF A TICKET SALE)  
 SUPPLIED  
 BYO

**Prior approval** must be obtained from the Shire of Dumbleyung. If you plan to sell alcohol separately or by way of an inclusive charge it is necessary to obtain a liquor licence from the Department of Racing, Gaming and Liquor WA and a copy must be provided to the Shire of Dumbleyung.

**KEY REQUIRED**

Note: The Shire of Dumbleyung'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.

**OTHER REQUIREMENTS/SPECIFICATIONS/COMMENTS:**

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**There is no fee or charge for hire of Moulyinning or Dongolocking Hall – for equipment only, complete "Equipment Hire Form**

**TERMS & CONDITIONS**

1. Five days' notice is required for all bookings to ensure availability, with the exception of extraordinary events or functions e.g. funerals.
2. The booking is not confirmed until the Facility Hire Form for Moulyinning & Dongolocking Halls is completed and returned to the Shire Administration Office.
3. The facility is to be entered and vacated by the nominated booking time.
4. The facility will not be cleaned prior or after a booking (as there is no fee and charge for use of these halls). Any cleaning required will be the responsibility of the hirer.
5. Please ensure that:
  - Lights and electrical appliances are switched off (excluding refrigeration).
  - All doors locked and all windows secured.
  - Tables and chairs should be returned to their original position.
  - All rubbish is to be placed in the wheelie bins provided outside the building.
  - All decorations or other items that you have taken into these halls are removed.
6. All costs for losses or damage will be met by the hirer. The hirer must inform the Shire of any damage discovered prior to the commencement of the booking. The hirer must inform the Shire of any damage caused during their booking. Any unreported damage may also be met by the hirer.
7. The driving of tacks, nails, screws etc into or onto any woodwork, walls or any part of the building, furniture or fixtures is strictly prohibited.
8. The use of candles or smoke devices within Shire facilities is used at the supervision of the hirer, all wax is to be properly cleaned without damage to the facility or equipment and facility is to be properly aired after usage of smoke devices.
9. The Shire has a NO SMOKING POLICY in all Shire owned and controlled buildings and within 5 metres of all building entrances and openings.
10. It is the key 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 behave in a decent manner at all times, both inside and outside of the facility.
11. In the event of a breakdown of services, utilities, equipment etc. no responsibility will be accepted by the Shire.
12. If alcohol is consumed, you must follow the restrictions as noted on your approved Liquor Licence.
13. 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.
14. The Shire reserves the right to require the presence of security/crowd control. This would involve the hiring of a licenced 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.
15. Bookings may be declined at the absolute discretion of the Shire of Dumbleyung.

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

**APPLICANT:**

FULL NAME:

SIGNATURE:

DATE:


On completion of this form, please return to the Shire of Dumbleyung:

- Email: [enquiries@dumbleyung.wa.gov.au](mailto:enquiries@dumbleyung.wa.gov.au)
- In Person: Administration Office, 32 Harvey Street, Dumbleyung WA 6350.

**OFFICE USE ONLY**

KEY NO:	#	BOOKED IN CALENDAR & INVITED CLEANER: Yes / No
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OFFICER NAME & SIGNATURE:	
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DATE:	
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**AFTER THE EVENT**

KEY RETURNED: <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE:
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VENUE CHECKED: <input type="checkbox"/> Yes <input type="checkbox"/> No	NOTES:
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OFFICER NAME & SIGNATURE:	
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DATE:	
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