



SHIRE OF
HARVEY

Local Government Property Local Law

Application for Hire of Local Government Property

If assistance is required in completing this form, please phone 9729 0300

Name of Organisation _____

Name of Facility/Reserve _____

Please provide names and addresses of two persons as representatives: - Please print clearly

1. Name: _____

Phone (*most reliable contact number*): _____

Date of Birth: _____ Motor Drivers Licence Number: _____

Address: _____

2. Name: _____

Phone (Best Contact Number): _____

Date of Birth: _____ Motor Drivers Licence No: _____

Address: _____

Purpose of Hire: _____

SINGLE USE **REGULAR USE** **DAY(s) REQUIRED** _____

Date: _____ Duration From _____ am/pm To _____ am/pm

Area Required: Main Hall Main and Lessor Hall Main/Lessor hall and Kitchen Kitchen Only

Estimated Number of people attending: _____

Is alcohol to be sold or consumed on the premises: Yes No

(Written permission is required from council should it be intended for liquor to be consumed at the function)

If alcohol is to be sold, has the appropriate liquor permit been obtained Yes No

(Application for such permits need to be made with the Licensing Court fourteen (14) days prior to function.)

Please provide details of liquor permit: Number: _____ Date of Issue: _____

Period Issued For: _____

Please Note

Bookings will be confirmed when all payments have been received by the Shire within the **two weeks** of the proposed date.

The Shire reserves the right to refuse any booking for any reason.

Cancellations

If an applicant cancels more than one month before the function, then they are entitled to a full refund of all charges and bonds that apply to that booking.

If the applicant cancels less than one month before the function, then they may apply to the Shire to change or alter the activity to another date. The Shire may approve of a change or refuse the change at its discretion.

Public Liability Insurance

- The Shire of Harvey insurers do not provide Public Liability coverage for any person or group of persons that are an Association, Corporation, a Sporting Body, Club, Business or Incorporated Body who hire a Shire facility.
- Hirers are required to take out Public Liability Insurance with a minimum cover of \$20 million to protect their group from any damage or injury that may occur. When required, evidence of Public Liability cover must be provided prior to commencement of hire.
- Community groups that hire Shire of Harvey facilities MORE THAN 12 times per year, have no Public Liability insurance under the provisions of the Shire of Harvey Public Liability insurance.

And I agree to comply with all provisions of the Shire of Harvey Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property.

Applicants Signature

Date:

Email: