

Shire of Wickepin

Wickepin Equipment Hire Application Form

Name/Organisation:			
Contact Person:		Phone:	
Email Address:			
Billing Address:			
Purpose of Function:			
Date Required Start:		Date Required Finish:	
Times From/To:			
Days:	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>		

Requirements/Equipment:

Signature -

Date -



Shire of Wickepin

Wickepin Community Centre Venue Hire Information

BOOKINGS

Bookings are to be made via the Shire Administration Office for all events. A Venue Hire Application Form can also be found at www.wickepin.wa.gov.au. In the event of a cancellation, please contact the Shire Administration Office as soon as possible.

BONDS

Bonds for the hire of the Wickepin Community Centre will be charged as follows; Community Groups - \$0.00; Corporate or Business Booking - \$240.00; Private Function - \$600.00 and must be paid prior to the function. A key bond of \$50 is required at the time of collecting keys from the Shire Administration Office. Key bonds will be forfeited if the hirer fails to secure the building correctly upon leaving.

CLEANING

The Wickepin Community Centre and immediate surrounds should be left in a clean and tidy condition after use, including removal of all decorations. Please ensure floors are swept and rubbish is placed in the large outside bins. If appliances are used (ie fridges, oven) they must be left in a clean condition. Cleaning equipment can be found in the cleaner's storeroom in the gents' toilet hallway.

EQUIPMENT

Crockery, Cutlery, Glasses

The Wickepin Community Centre is equipped with kitchenware and bakeware. Please ensure all items used are cleaned and replaced. Any electrical equipment used in the kitchen should be cleaned and stored correctly. Please ensure ovens are turned off and cleaned before leaving the building.

Tables and Chairs

Tables and chairs are supplied as part of the hire fee and are found in the furniture storeroom. Please ensure they are returned to this storage area. Chairs are to be stacked in piles no higher than 10, tables are to be folded and stored in upright position.

PROJECTOR

Projector equipment is available in both the Function Room and Mezzanine area. Please be mindful that Shire of Wickepin will not provide you with a laptop or computer equipment to use in conjunction with the projector.

DAMAGE

The hirer should inform the Shire if there is any damage noticed prior to your event. If any damage occurs during your event, bonds will be forfeited to the value of damage repair costs.

DECORATIONS

Driving screws and nails etc into any part of the building fixtures is strictly prohibited. All decorations must be removed immediately after the function. No decorations are to be fixed to heating or air conditioning appliances.

FIRST AID

Council does not provide First Aid assistance or supplies within the facility. It is the hirer's responsibility to ensure adequate supplies are available at the event.

BAR FACILITIES

Alcohol

If you are consuming alcohol at your event, the Venue Hire application form has to be lodged to the Shire of Wickepin 3 weeks prior to allow time for the Chief Executive Officer to approve it. If you are selling alcohol, a liquor licence needs to be obtained from the Clerk of Courts, and presented to the Shire Administration Office prior to the event.

NOISE

The Wickepin Community Centre is located in a residential area. Please ensure loud music is kept to a minimum at a reasonable hour. The hirer is responsible to ensure all patrons leave the venue and its surrounds immediately after the function, in a quiet and timely manner.

PAYMENT

Payment is required prior to the event for private functions. Organisations and community groups can request that an invoice be issued.

REFUSAL

The Shire of Wickepin reserves the right to refuse to let the facility or any portion of the facility without assigning any reason.

SMOKING

Smoking is strictly prohibited inside all council owned facilities and outside within a 5m radius of all buildings.

SLEEPING IN THE BUILDING

Sleeping /camping in the building is not permitted unless authorised by council.