

## Casual Hire of a Facility/Reserve

This form is an application only and must be submitted a minimum of 14 days prior to your booking date. Failure to do so may result in your application not being processed in time for your booking. A confirmation and invoice for the hire fees and bond will be forwarded via email or writing.

<b>Name of Contact Person</b>				
<b>Name of Club or Organisation</b>				
<b>Certificate of Incorporation Number</b>				
<b>Name of Event (if applicable)</b>				
<b>Address</b>				
<b>Contact Numbers</b>	<b>Work / Home</b>		<b>Mobile</b>	
<b>Email Address</b>				
<b>Number of attendees (approx.)</b>				
<b>Type of Event</b>				
<b>Family</b>	<b>Sporting</b>	<b>Community</b>	<b>Commercial</b>	<b>Fundraising</b>
<b>BOOKING TIMES</b>				
<p><b>Set up and clean-up is to be included in the booking time.</b>          Functions must conclude by midnight.          Cleaning must be completed prior to vacating the premises and will not be permitted to occur on the following day unless confirmed in writing from the Shire of Murray          Additional charges may be applied if additional hours are required for post event cleaning</p>				
<b>Date</b>	<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>EVENT TIMES</b>				
<b>Date</b>	<b>Day</b>	<b>Start</b>	<b>Finish</b>	

The Shire has a range of venues, parks and reserves for hire, suitable for all occasions.

- Parks, Reserves and Gardens are classified as Public Open Space and cannot be exclusively booked.
- Carparks are classified as Other Public Reserves.

Please tick your preferred choice of venue, park or reserve from the list below (*tick all that apply*)

<b>\$110.00 Bond + \$27.50 Key Bond</b>	
	Pinjarra Civic Centre (kitchen only)
<b>\$500.00 Bond + \$27.50 Key Bond</b>	
	Civic Centre, Pinjarra
	Lesser Hall, Pinjarra
<b>\$250.00 + \$27.50 Key Bond (if applicable)</b>	
	Adventurescape, South Yunderup
	Cantwell Park, Pinjarra
	Coopers Mill Reserve, Cooleenup Island, South Yunderup
	Dwellingup Community Hall
	Dwellingup Oval Pavilion (Hancock Pavilion)
	Edenvale Boardroom, Pinjarra
	Edenvale Community Meeting Room, Pinjarra
	Edenvale Homestead Gardens
	George Beacham Pavilion, Sir Ross McLarty Sporting Precinct, Pinjarra
	Kingfisher Park, North Yunderup
	Lions Park Reserve, Pinjarra
	Lucie Hunter Park, South Yunderup
	North Dandalup Memorial Hall
	Other Public Reserve: <i>(name of area to be hired – e.g. Civic Centre car park)</i>
	Moondyne Park Gardens (Ravenswood Waters), Ravenswood
	Sandy Cove Beach Reserve, South Yunderup
	St John's Church, Pinjarra
	Wilson Park, Pinjarra
	Yunderup Centenary Park, South Yunderup
<b>OVALS</b>	
	Dwellingup Oval
	Redcliffe Oval (Murray River Country Estate), Ravenswood
	Sir Ross McLarty Senior Football Oval, Sir Ross McLarty Sporting Precinct, Pinjarra
	Sir Ross McLarty Cricket Oval, Sir Ross McLarty Sporting Precinct, Pinjarra
	Sir Ross McLarty Third Oval - <b>Availability: before 8am / after 4pm weekdays during school term, all day weekends and school holiday periods</b>
	Sir Ross McLarty Junior Oval
	South Yunderup Oval

**No Bond Applicable**

	North Dandalup Oval
	North Pinjarra Oval
	Lighting (charges apply)

**Permits**

Yes

No

Will alcohol be consumed during your event?  
 If yes, complete a Permit to Consume Alcohol Form  
 (available from [www.murray.wa.gov.au](http://www.murray.wa.gov.au))

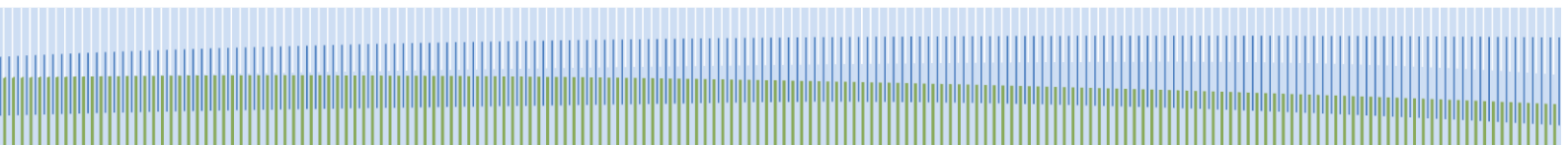
Will food or drinks be sold at the event?  
 If yes, (available from [www.murray.wa.gov.au](http://www.murray.wa.gov.au))  
 complete a Temporary Food Stall Permit application

Will food or drinks be supplied at the event?  
 If yes, please briefly list the types of food or drink below.

Are there any children's or adult's rides at this event?

Are there any animals involved in the event? (e.g. rides or on show)

Do you wish to erect any structures, such as tents, marquees, enclosures or spectator stands?





## Conditions

Please see Conditions of Hire (provided at the end of this application)

The Conditions of Hire must be read carefully. It is to be retained for your information. A signature agreeing to accept the Conditions of Hire is part of the Declaration below.

Public Liability Insurance (for Sporting Clubs and Associations only). A copy of our Public Liability Insurance cover is attached OR please supply details below;

Policy Number:

Expiry Date:

## Hire Fees and Bonds

For Fees and Bond charges please refer to the Shire of Murray's website <http://www.murray.wa.gov.au/>. Refer to <http://www.murray.wa.gov.au/documents-and-publications/> to obtain the link to the Schedule of Fees and Charges. Final hire fees and bond payments are to be made in accordance with the invoice terms. Payments are to be made at the Shire of Murray's Administration Building, 1915 Pinjarra Road, Pinjarra between 8.30am and 4.30pm weekdays.

## Key Collection and Return

Where applicable, keys are available for collection from the Shire of Murray's Administration Building, 1915 Pinjarra Road, Pinjarra between 8.30am and 4.30pm weekdays. Keys may be collected on the day of your booking or one working day prior to your booking. Keys must be returned on the first working day following your function.

Please ensure all items brought into the venue are removed from the venue immediately following the booking. All remaining items will be disposed after the booking.

## Declaration

**I accept responsibility for ensuring compliance with Local Laws and conditions pertaining to the use of Shire property on behalf of the above named organisation:**

**Name**

**Signature**

**Date**

*Please return to  
Shire of Murray  
PO Box 21, Pinjarra WA 6208  
[mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au)  
Phone 9531 7777 Fax 9531 1981*

*"The Shire of Murray endeavours to provide universally accessible and inclusive services and facilities for all people within the community"*

## Holding a Bond



The Shire of Murray reserves the right to hold bonds until Conditions of Hire are met and that any costs to repair/replace items damaged as a result of the activities related to the event staged are received. All repairs/replacements are to be carried out by the Shire.

The Shire of Murray reserves the right to hold the bond until additional hire charges for extended use times (beyond original booked hours) are received. Additionally, the bond will be held until all agreements to make payments for cleaners or other associated costs are met.

Bond amounts are in accordance with the agreed Schedule of Fees. These will be reviewed annually as part of the standard Council budgetary process. Failure to pay the bond stipulated in your contract by the due date will render any booking or agreement void.

**The Shire of Murray has two options available for Bond payment and refund:**

1. **Cash or cheque payable at the Administration Building**
2. **Credit Card authorisation**

**Please select your preferred option**

**Cash / Cheque**

**Credit Card**

### **Credit Card Bond Authorisation**

In order to facilitate easier venue booking and bond refund processes the Shire has initiated credit card bond authorisations.

The Shire of Murray will take all details relating to your credit card. No money will be charged to the card, unless there is any need for a bond deduction. (See conditions of hire for details).

In the case of a bond deduction being necessary the Shire of Murray will advise you prior to debiting the amount from your credit card. A bond deduction will be limited to the bond amount stated and will be charged to the credit card listed within 15 working days from the date of the hire. Should the Shire of Murray determine a claim for recovery of costs that is greater than the bond amount, an invoice will be raised for the balance of the funds.

***In the event that your association or club does not have a credit card, cash or cheque payments can be made at our administration office. In this case, all bond refunds will be made via EFT, please complete bank details overleaf.***

***Please note final hire fees and bond payments must be made in order to secure your booking, and must be received in full prior to your event/booking date. Keys will not be released until fees and bonds are paid in full.***

**Bookings are not secured until payment in full has been received.**

## Credit Card Bond Authorisation Form

Please complete this form if you would like the **bond** to be held against your credit card. If you choose to do this, your credit card will only be charged if a bond deduction is required as stated in the Shire of Murray Conditions of Hire.

Bond Amount: *Maximum of \$500.00 unless advised of Medium/High Risk assessment*

Key bond amount: *\$27.50 (if applicable)*

*For Fees and Bond charges please refer to the Shire of Murray's website <http://www.murray.wa.gov.au/>. The current Schedule of Fees and charges can be found under <http://www.murray.wa.gov.au/documents-and-publications/>*

*If you are unsure whether your application will attract a higher bond, please contact the Shire's Community Development Administration Officer on 9531 7636 to discuss.*

### Cardholder's name

#### Card Type

**MasterCard**

**Visa Card**

#### Number

#### Expiry date

#### Cardholder's Signature

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### Terms and Conditions

1. You agree that all of the information you have provided to the Shire of Murray in relation to the credit card payment is correct.
2. You warrant to the Shire of Murray that you are fully authorised to use the credit card details as provided on the form.
3. You warrant to the Shire of Murray that your credit card is within validity date and is not listed on any warning bulletin held by any bank or credit card provider.
4. The Shire of Murray will use all reasonable endeavours to ensure the security of your information.

## **Bond Refunds via Electronic Funds Transfer (EFT)**

Once advice has been received from the Shire's cleaning/maintenance staff, bond refunds will be processed. Additional costs may be charged to the hirer if any of the terms and conditions are breached.

In the case of a bond deduction being necessary, the Shire of Murray will advise you prior to debiting the amount from the bond held. A bond deduction will be limited to the bond amount stated and will be deducted from the bond held in Trust within 15 working days from the date of the hire. Should the Shire of Murray determine a claim for recovery of costs that is greater than the bond amount, an invoice will be raised for the balance of funds.

Please complete this form if you would like to be refunded via EFT. If you choose this, your bond refund will be returned via EFT within 21 days following the event.

### **Bond Refund**

**Name of Hirer**

**Address**

**Account Name**

**BSB**

**Account Number**

**Signature of Hirer**

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### **Terms and Conditions**

1. You agree that all of the information you have provided to the Shire of Murray in relation to the EFT payment is correct.
2. You warrant to the Shire of Murray that you are fully authorised to use the EFT details as provided on the form.
3. The Shire of Murray will use all reasonable endeavours to ensure the security of your information.

## Conditions of Hire

Please read these 'Conditions of Hire' carefully prior to completing your application form. The application form should be sent to the Shire of Murray at [mailbag@murray.wa.gov.au](mailto:mailbag@murray.wa.gov.au) for processing, with applicants retaining the 'Conditions of Hire' for information purposes.

Bookings	
1	All bookings must be on the official application form.
2	Applicants must be over 18 years or over.
3	The Shire reserves the right to refuse any booking if it considered that such booking is not in the best interest of the preservation of the Shire's facilities.
4	Bookings will be taken up to 12 months in advance.
5	All bookings are subject to the Hirer being responsible for the compliance with legislative requirements including Council Policies, Local Laws and Regulations.
6	In the event of two or more applications being received for the hire of facilities/reserves at the same time and date, a determination will be made of which hirer is successful, and the two groups concerned will be notified.
7	The Shire requires that all sporting associations and incorporated bodies have Public Liability Insurance to the value of \$10,000,000 (ten million dollars).

Charges							
8	Fees will be set by Council and are subject to change without notice, with regard to legislative requirements. Payment of a bond to cover cleaning/damage/additional usage and hire fee, is required prior to use of the facility and/or reserve. No booking is confirmed until payment of the bond and hire fee are paid in full.						
9	Subject to written notice of cancellation being received: <table border="1" data-bbox="231 1137 1455 1254"> <tr> <td>a.</td> <td>Seven days or more prior to the booking, full refund of hire fees will be made.</td> </tr> <tr> <td>b.</td> <td>Between two and seven days prior to the booking, half refund will be made.</td> </tr> <tr> <td>c.</td> <td>Less than two days prior to the booking, no refund will be made.</td> </tr> </table>	a.	Seven days or more prior to the booking, full refund of hire fees will be made.	b.	Between two and seven days prior to the booking, half refund will be made.	c.	Less than two days prior to the booking, no refund will be made.
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c.	Less than two days prior to the booking, no refund will be made.						
10	Arrangements for the bond refund will be made on receipt of advice from the cleaning supervisor. Additional costs may be charged to the hirer if any of the terms and conditions are breached.						
11	A key bond is required to be paid when keys are collected from the Administration office.						

General	
12	Hirer is responsible for keeping facilities, including sports fields, change rooms, store rooms, kiosk etc allocated to them in a clean and tidy condition. <b>Facilities must be returned to the same pre-hire condition in order to receive full bond refund. If cleaning is required post event, it will be charged at a rate of \$60/hr, deducted from the Bond.</b>
13	All rubbish is to be placed in the bins provided. If more bins are required for your event, please contact the Shire of Murray Coordinator of Waste on 9531 7765.
14	Any faults or damage to the facility/reserve and/or equipment are to be reported to the Shire's Administration Office (on 9531 7777 Monday – Friday, 8.30am-4.30pm) prior to or after use. Please note that the hirer is responsible for any reinstatement or repair cost as a result of their usage.
15	Should a Shire of Murray Ranger be called out as a result of the Hirer's non-compliance with any condition of hire, a call-out fee will be deducted from the bond. The Ranger shall have authority to terminate the hire arrangement forthwith in the event of non-compliance if in the Ranger's reasonable opinion it is likely to continue.
16	Function must conclude within the hours specified on the application form, including set up and clean up.
17	The Shire shall reserve the right to temporarily close the reserve/facility for any reason such as emergency repairs or if the facility/reserve is required for an official function approved by the Shire.



18	All extension cords/cables are to be tagged and either buried/covered or suspended to restrict access in public areas and to ensure that there are no potential triphazards.
19	Electrical distribution power boards are to be protected by (RCD's) residual current devices.
20	In accordance with the Environment Protection (Noise) Regulations 1997, noise must be kept to a minimum between 10pm and 7am.
21	All live, recorded or amplified music or entertainment must not proceed past midnight. (Unless prior approval in writing has been obtained from the Chief Executive Officer, Shire of Murray).
22	If your event will affect nearby residents (noise, traffic, parking) the Hirer is required to notify affected residents.
23	If alcohol is being consumed at the function, the Hirer MUST obtain a permit from the Shire. If the Hirer is selling alcohol at the event they must obtain the relevant licenses from the Department of Racing Gaming and Liquor. ( <a href="http://www.rgl.wa.gov.au">www.rgl.wa.gov.au</a> or Ph. 9425 1888).
24	Permits are required for the preparation, handling, storage and cooking of food and beverages intended for sale. Applications to operate a temporary food stall need to be completed and approved prior to the event. (eg. temporary food stalls, food vans or trailers). You must attach your Certificate of Food Act Registration.
25	Hirers are obliged to take all practical measures to ensure disability access to events.
26	Activities involving the use of naked flames are not permitted, unless approved under the special conditions. Fire control equipment, such as fire extinguishers, must be provided.
27	Any dangerous goods or chemicals used at the event must be stored safely and comply with the requirements of the Department of Industry and Resources.

Reserves	
28	No pointed objects of any type are to be driven into the surface of any sport ground/reserve. Alternative anchorage methods for stabilising temporary structures are to be used.
29	Sprinklers or underground services to ovals/reserves are not to be removed or damaged.
30	No vehicle access or parking on reserves is permitted. (Unless otherwise approved by the Shire prior to your
31	Hirer is responsible for the line marking of the sports grounds. Water based PVA paint should be used for all ground marking. No lime, creosote, kerosene or herbicides such as roundup (Glyphosate) are to be used for
32	All use of grounds/reserves, change rooms, and floodlighting shall cease by 10pm, unless otherwise determined by the Shire.
33	The Hirer shall be responsible for the provision, placement, use, removal and storage of portable goals or structures. All portable/temporary structures are to be approved by the Shire.

**Contact for any after-hours issue is the Shire of Murray Rangers on 95317777.**