



# Stirling Facility Hire

## Casual hire application form

### Terms and Conditions of Form

This form is for the purpose of registering your interest in Facility Hire at a facility within the City of Stirling .

The Terms and Conditions of Hire must be read and understood prior to completion of this form.

Submission of this form does not, in any way, guarantee or confirm the booking. The City has the right to determine whether the booking is in the best interest of the City and its ratepayers.

### Main Contact's Details

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Organisation Name (if applicable) \_\_\_\_\_

ABN (if applicable) \_\_\_\_\_ *Is the company/organisation Not for Profit? Yes / No*

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Secondary Contact's Details

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Booking Details

Centre \_\_\_\_\_ Area(s) \_\_\_\_\_

Date \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_

\*NB: Sufficient time for setting up beforehand and packing away/cleaning afterwards must be taken into account with the booking times. The room can only be accessed within the times specified below.

Booking Description \_\_\_\_\_

### Additional Requirements

Items <i>(Not available at all facilities)</i>	Yes / No	Notes/Comments
Tables and Chairs		Limited Availability; advise staff on amount and type required
Commercial Kitchen		Subject to Availability; may include additional fees
Projector and/or Media Equipment		Subject to Availability; includes VGA, HDMI or extension cord etc.
PA System		Subject to Availability
Television		Subject to Availability
Kitchen Equipment: Bain Marie and/or Urn		Subject to Availability; may include additional fees
Cool Room		Subject to Availability
BBQ		Subject to Availability
Liquor Licence		A liquor licence is required if you will be selling alcohol or charging a door/cover charge and supplying alcohol. An Occasional Liquor Licence can be applied for through the Department of Racing, Gaming and Liquor at <a href="http://www.rgl.wa.gov.au">www.rgl.wa.gov.au</a> and must be received by the City of Stirling at least 10 business days prior to the function.
Security		It is the hirer's responsibility to employ the services of a licensed security company if the function is deemed "high risk". The City of Stirling must receive a letter from the security company outlining the services they are to provide at least 10 business days prior to the function. Please contact Community Recreation Centres staff for further information.
Mermaid Tails		Please note mermaid tails and mono fins are not permitted for use by persons under the age of 12.
Public Liability Insurance		This may be required dependent on the event and if applicable will be requested upon receipt of your application.
Other (i.e. cleaning)		

### Prohibited Items

Please note the following items are prohibited within City of Stirling facilities, and if found to have one or more at your booking may result in a bond forfeiture and additional fees and charges:

- Smoke Machines or similar
- Bubble Machines or similar
- Portable cookers/appliances and gas burners
- Open flames and candles
- Throwing rice, confetti or similar materials
- Unanchored balloons

### Declaration

"I declare all information on this application form is true and correct and in accordance with the Terms and Conditions of Hire."

Main contact's signature \_\_\_\_\_

Main contact's name (printed) \_\_\_\_\_ Date \_\_\_\_\_