

TOWN HALL BOOKING APPLICATION

(FCCS059)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

APPLICANT DETAILS

Name of Hirer			
Name of company/organisation		ABN	
Mailing Address			
Suburb		Postcode	
Telephone No.		Mobile No.	
Email Address			

FUNCTION DETAILS

Please indicate the nature of your function	Private (family event)	Community (free/ticketed) event	Commercial (workshop, seminar) event
Brief description of the Function			
Would you like your event advertised on the Narrogin Districts Events Facebook Page? (If yes, please complete an Event Calendar Form – a copy can be found here on the Shire's website)	Yes	No	
Date(s) required	From	To	
Time required (please allow time for setup and pull down)	From	To	
Setting up / rehearsals	Yes No	Date	Time From To
Please indicate how many people will be attending.	Less than 100 people	<input type="checkbox"/> From 100-500 people	<input type="checkbox"/> More than 500 people
Town Hall facilities (Please tick)	Town Hall Complex		Mayor's Parlour (capacity 50) (no disabled access)
	Main Hall (capacity 360) <i>disabled access from Fortune Street</i>		Kitchen
	Reception Centre (capacity 180) <i>(disabled, access from Fortune Street by prior arrangement)</i>		Supper Room
Will alcohol be consumed or served?			Yes No
If yes, please obtain a copy of <i>Permission to Serve Alcohol</i> from the Administration office or download it here and attach a signed copy with this application. If alcohol is being sold please contact Department of Local Government, Sport and Cultural Industries.			
Will food be sold or served? (Private functions exempt)			Yes No
If yes, please obtain a copy of <i>Temporary Food Stall Application</i> from the Administration office or download it here and attach a signed copy with this application.			

ADDITIONAL REQUIREMENTS

Tables	(40 x foldaway)	Chairs	(330)
Stage Lighting Required?	Yes No (If Yes, please contact Shire to arrange training)		
Setting up / rehearsals	Yes No	Date	Time From To
Yes No	Is Disabled Access Required? If yes, you will need to liaise with the Shire regarding use of the Town Hall ramp access if using the Reception Centre, Supper Room or Kitchen. Note: There is no disabled access to the Mayor's Parlour		

ADDITIONAL DOCUMENTS

In accordance with Section 9.4 Public Places and Local Government Property Local Law 2016, please attach a copy of Certificate of Currency of Public Liability Insurance. Private (family) events are not required to provide evidence of Public Liability insurance.

Certificate of Currency (Public Liability)

Permission to Serve Alcohol can be obtained from the Administration office or download it [here](#).

A copy of approved Liquor License (if applicable)

Temporary Food Stall Application can be obtained from the Administration office or download it [here](#).

Note: The Shire of Narrogin has the right to refuse any bookings of the facility. The Shire has booked this facility to you for a fee - this does not mean that the Shire of Narrogin is sponsoring or associated with this event. The Shire of Narrogin is not responsible for any arrangements other than the facility booking. The Shire of Narrogin does not take responsibility for any extra arrangements required, including catering, food and drink supplies, technological equipment or event set up.

PANDEMIC: Hirers need to be aware of pandemic restrictions and to comply with government requirements.

HIRE FEE AND BOND INFORMATION

Hall hire fees are calculated in accordance with the Shire's Schedule of Fees and Charges. Click [here](#) to view the full list of fees and charges. Full payment including Bond is required two (2) weeks after booking of the event, to confirm the booking – failure to do so will result in the cancellation of the booking. Cancellations within five (5) working days of event will result in forfeiture of the hire fee from the bond.

DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

I have read, understood and agree to abide by the Conditions of Use / Hire of Shire Facilities. I agree to take responsibility as the Hirer of the facility, and as such will ensure that all conditions are followed and adhered to. Should these not be followed I understand it can lead to the forfeiture of the bond and/or further action taken.

Name _____

Signature _____

Date _____

RECORDS OFFICE

Date Received / /	Synergy Record		Booking recorded by	
Booking entered into SoN Venue Calendar		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event details entered into Shire Of Narrogin website Events Calendar		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

CCS OFFICE

Date Hirer notified of Booking Approval / /	After Hours Key Drop Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Permission to Serve Alcohol attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Permission to Serve Alcohol approved by CEO	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Temporary Food Stall Application attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Temporary Food Stall approved	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Training required for stage lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date Of Training / /	
Name Of Trainee			
Pre-Check Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Certificate of Currency of Public Liability required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Currency of Public Liability attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chief Executive Officer approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature			Date
CEO conditions			
Date applicant notified booking approved/declined	Signature:		Date

SCHEDULE OF FEES AND CHARGES FOR 2023/24

TOWN HALL COMPLEX – Excludes Mayors Parlour and NEXIS Includes light & sound equipment if approved by CEO / EMCCS	Commercial Pricing	Not-For-Profit Pricing	TOTAL AMOUNT
Full Day	651.50	221.00	
Per hour	95.50	34.00	
TOWN HALL ONLY			
Full Day	384.50	165.50	
Per Hour	85.00	29.00	
Setting up (full day or part thereof)	128.00	165.50	
Rehearsals hourly rate	29.00	29.00	
Light & Sound equipment use (not for relocation) (Hired to person deemed by CEO / EMCCS to have the skills to use)	55.00	34.00	
BABY GRAND PIANO (Not to be moved)			
Full Day	112.00	55.50	
Per Hour	16.00	12.00	
KITCHEN ONLY			
Full Day	219.00	112.00	
Per Hour	45.00	23.00	
Damaged cutlery & crockery to be replaced at a charge of direct replacement cost plus 20% Administration charge	Direct cost plus 20%	Direct cost plus 20%	
SUPPER ROOM ONLY			
Full Day	171.00	85.00	
Per Hour	34.00	17.00	
MAYORS PARLOUR ONLY			
Full Day	171.00	85.50	
Per Hour	34.00	17.00	
RECEPTION CENTRE ONLY			
Full Day	438.00	165.50	
Per Hour	69.00	29.00	
UPRIGHT PIANO			
Upright piano hire – per day	21.00	17.00	
Upright piano hire external – per day (The Hirer is to fund all relocation costs and re-tune the piano on return to the Town Hall)	Cost plus 20%	Cost plus 20%	
Bond without alcohol	360.00	300.00	
Bond with alcohol	1200.00	600.00	

TOTAL	
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CONDITIONS OF USE / HIRE OF SHIRE FACILITIES

HIRER	The Hirer must be 18 years or over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.
ACCESS	The Hirer and Public are restricted to the specific area of hire. Early access to the facilities for the purpose of decorating or other reasons will only be permitted if the decorations or access will not interfere with preceding bookings. ALL BUILDINGS used are to be LOCKED on exit and key returned to the Administration Office.
HIRE CHARGE	Payment of the prescribed hire charge and Bond (if applicable) must be paid in full prior to the use of the facility. Keys will not be released unless payment is made. The Hirer shall be responsible for the first \$1,000 damage (insurance excess) or excessive cleaning. Facilities are to be left clean and tidy and all items returned to their original place.
CLEANING	The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacle provided. Floors must be swept and/or vacuumed. Kitchen floors must be mopped. Use only warm soapy water for cleaning. Benches, tables and chairs are to be wiped down with warm soapy water.
BOND	Refund of bond will only be made after satisfactory inspection.
KEYS	Must be returned to the Administration Office by 11:00am on the next business day following the hiring. Failure to do so will result in the forfeiture of the bond. Please notify the Shire if Afterhours drop-off is required.
ALCOHOL	CONSUMPTION OF ALCOHOL IS NOT PERMITTED WITHOUT APPROVAL If alcohol is being served, you are required to obtain approval from the Shire's Chief Executive Officer. You can obtain a copy of Permission to Serve Alcohol from the Administration office, website or download it here and attach a signed copy with this application. SALE OF LIQUOR IS NOT PERMITTED WITHOUT A LICENCE. If you intend to sell alcohol, it is your responsibility to obtain the appropriate license for your event and submit a copy of the Approved License together with this application. Please contact the Narrogin Courthouse or go online to Department of Local Government Sport and Cultural Industries for more information.
SMOKING	Smoking is not permitted within any Shire facilities. Failure to comply will result in the forfeiture of any bond paid.
CATERING	Hire of any portion of Shire facilities shall comply with the provisions of the Health Act and Food Hygiene Regulations. No food is to be left in kitchen after the event.
FURNITURE / EQUIPMENT	No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Shire facilities without prior permission from the Shire. The piano (if applicable to facility hire), shall not be used or moved without prior consent from the Shire. Hirers are responsible for their own setting up and down of tables, chairs and trestles. Please ensure that furniture is not dragged across floors. Chairs and tables will be counted at the completion of the event. Chairs are to be stacked no higher than 8 chairs. Any missing items will be charged at replacement cost plus 20% Administration charges. All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when departing the facility, please ensure that all doors and windows are locked. Fridges are to be turned off and left OPEN .
CROCKERY / CUTLERY	All crockery and cutlery used is to be washed and put away. Please report any breakages to the Administration Office. Breakages will be charged at replacement cost plus 20% Administration charge.
DECORATIONS	No person shall erect any internal decorations, place nails or screws in woodwork or walls in any facility. Internal decorations may be temporarily affixed using BLUE TACK but must be completely removed following hiring. Please discuss this with the Shire representative prior to your event.
LIGHTS	Ensure all internal lights are turned off on departure.
MUSIC COPYRIGHT	It is the responsibility of the Hirer to obtain the necessary copyright from APRA AMCOS (Australasian Performing Right Association and Australasian Mechanical Copyright Owners Society) if required. Details of the Hirer will be given to APRA AMCOS if approached and a breach of the copyright laws are suspected.
INSURANCE	The Shire of Narrogin maintains a Public Liability Insurance Policy. The Policy cover is as follows: <i>Legal liability to third parties for injury and/or damage to property caused by an occurrence in connection with the Shire's business or a failure of the Shire.</i> It does not cover the liability of the Hirer
CONCLUSION OF FUNCTION	Facilities can only be hired until midnight. All music must cease by 11:30pm and guests must have vacated the facilities and car parks by 11:45pm . SPECIAL EVENTS: Permission may be sought from the Shire to extend the closure time. This must be applied for 30 (thirty) days prior to the event, and the Shire will provide notification to the local police. Approval will be at the discretion of the Shire.