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| **APPLICANT INFORMATION** |
| **Name of Organisation:** |  |
| **Name of Applicant:** |  |
| **Postal Address:** |  |
| **Email Address:** |  |
| **Telephone:** | **H** |  | **W:** |  | **M:** |  |
|  |  |  |  |  |  |
| **BOOKING DATES & TIMES** |
| **Facility Requested** | **Date(s) Requested** | **Start Time****(incl. set up)** | **Finish Time****(incl. clean up)** | **Number of Participants** |
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| **BOOKING DETAILS** |
| **Purpose of Function:** |  |
| **Special Instructions:** |  |
| **Food Consumption:** |  | **Alcohol Consumption: No BYO Supply/Distribution Sale** |
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| **METHOD OF PAYMENT** |
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| **BOND PAYABLE – Bond amount to be determined on lodgement of application** |

**Payment of bond can be made by cash, cheque or credit card. For the credit card option please provide details below:**

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| **Name on Card:** | **Credit Card Number:       / / /**  | **CCV:** | **Expiry:** |

**THIS FORM IS AN APPLICATION ONLY. IF APPROVED, YOUR BOOKING WILL BE CONFIRMED IN WRITING. APPLICANTS MUST BE OVER 18 YEARS OF AGE AND YOUR APPLICATION MUST BE SUBMITTED A MINIMUM OF 14 DAYS PRIOR TO YOUR BOOKING.**

If you have ticked YES for alcohol consumption, a separate application must be completed containing all necessary details required for obtaining a liquor permit. Please see “Application to consume Alcohol on City Premises”.

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| **BOOKING GUIDELINES & PROCEDURES** |

1. Conditions of Hire – Council Facilities must be read prior to completing the approved application form.
2. Bookings will only be accepted on this, the approved application form.
3. All bookings will attract a hire fee and bond in accordance with Council’s Schedule of Fees and Charges.
4. Payment must be made at least 7 days prior to the booking date.
5. Bond amounts will be refunded to the applicant approximately 21 working days following return of keys and confirmation from Council’s maintenance department that there has been no damage to the facility as a result of the booking.
6. In the event of any damage or excess cleaning required, all charges will be deducted from the bond. If the cost of the repairs is not covered by this bond, a separate invoice will be issued to you.

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| **INDEMNITY** |

Upon acceptance of the hiring, the hirer undertakes to hold the City of Karratha indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of or arising out of the hiring of the facility, the property of the City of Karratha, during all periods when such facility is on hire.

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| ***I,*** |  | ***being the duly authorised representative of the applicant*** |
| ***in endorsing this application accept full responsibility for the above booking and will ensure compliance with the Booking Guidelines & Procedures, Conditions of Hire and Local Laws.*** |
| **Applicant Signature:** |   | **Date:** |       |