

EXTERNAL CASUAL VENUE HIRE – APPLICATION FORM



CITY OF KARRATHA

PO Box 219, Karratha Western Australia 6714

Telephone: (08) 9186 8556 | Email: community.infrastructure@karratha.wa.gov.au

APPLICANT DETAILS

Name of Organisation:				
Name of Applicant:				
Postal Address:				
Email Address:				
Telephone:	W:		M:	

BOOKINGS DETAILS – *Bookings for Milestone Birthdays are not accepted*

Facility Requested:			
Purpose of Function:			
Number of Attendees:		Have you used this facility before? ☐ Yes ☐ No	

FOR LARGE EVENTS, PLEASE PROVIDE A SITE MAP & OUTLINE ADDITIONAL REQUIREMENTS NEEDED

Food Consumption: ☐ Yes ☐ No	Alcohol Consumption: ☐ Yes ☐ No
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TO APPLY TO CONSUME ALCOHOL - PLEASE COMPLETE THE 'APPLICATION TO CONSUME ALCOHOL' FORM

BOOKING DATES & TIMES – PLEASE INCLUDE SET UP/PACK DOWN TIMES

Day(s) Requested	Date(s) Requested	Start Time (incl. set up)	End Time (incl. pack down)

EQUIPMENT REQUESTED – PLEASE SELECT REQUIREMENTS

* Items will incur an additional cost

Available at all Pavilions:		Available On Site:		
Portable Projector*		Trestle Tables		
Portable Screen		Chairs		
JBL Speaker*		White Board		
Microphone*		KITCHEN SUPPLIES AVAILABLE AT PAVILIONS		
HDMI Cable		Fridge	Oven	Hot Plate
Extension Lead		Microwave	Kettle	Urn
External Tap Key		Vacuum	Mop	Cleaning Products

ADDITIONAL INFORMATION

METHOD OF PAYMENT

☐ Cash ☐ Eftpos/Credit Card ☐ Account ☐ Purchase Order

Purchase Order #:

ALL CASUAL BOOKINGS REQUIRE CREDIT CARD DETAILS AS A BOND. CONFIRMATION WILL NOT BE PROVIDED WITHOUT IT.

BOND & EFTPOS DETAILS

CREDIT CARD: ☐ VISA ☐ MASTERCARD

CARD NUMBER:

NAME ON CARD:

EXPIRY DATE:

CCV#:

SIGNATURE: _____

THE ABOVE CARD DETAILS ARE TO BE USED FOR: ☐ HIRE FEE AND BOND ☐ BOND ONLY

We reserve the right to process a pre-authorization on your nominated credit card up to 7 days prior to the booking. The bond amount will be determined by details of your booking and will be confirmed via your confirmation letter. The funds will be frozen by your issuing bank for a period of 7 working days and will automatically be release from the card unless damage has occurred to the facility, keys/equipment are lost of the facility is not cleaned and vacated within the approved time. Once released, the funds will become immediately available on your card again, and there will not be a transaction on the credit card statement.

BOOKING TERMS AND CONDITIONS

1. BOOKING CONFIRMATION

- 1.1 No booking is confirmed until a confirmation letter has been sent. Approval to use Council facilities applies only to the times and dates outlined on the booking confirmation.
- 1.2 Unauthorized use or entry to a facility at any time without the written consent from Council may result in termination of further bookings and additional hire fees being charged.
- 1.3 The Hirer will be responsible for ensuring the use of the Facility and/or Reserve complies with the approved purpose and all other conditions of hire.
- 1.4 Any Hirer granted approval to use a council Facility and/or Reserve complies with the approved purpose and all other conditions of hire

2. BOND

- 2.1 Bonds for the hire of Council facilities are required in accordance with the Fees and Charges set annually by Council and must be paid up to seven (7) days prior to the booking date. Failure to pay the bond stipulated in the confirmation letter by the due date can render any booking or agreement void.
- 2.2 Failure to comply with the Conditions outlined in this document may result in the forfeiture of all or a portion of your bond and the City reserves its right to impose additional charges for cleaning and/or repair of damage and/or administration fees if required as a result of the booking.
- 2.3 The Hirer acknowledges that a breach of the hire arrangement may result in the City refusing to agree to any future hiring to the applicant, including any future confirmed bookings.

3. BOOKING CANCELLATION OR AMMENDMENT

- 3.1 Cancellations of confirmed bookings will only be accepted in writing. No refund will be given where a confirmed booking is cancelled less than two (2)days prior to the date of the booking and the City reserves the right to charge an administration fee or deduct this fee from the supplied bond details.
- 3.2 Amendments to confirmed bookings will only be accepted in writing. In the case of seasonal or regular bookings, no alterations to permanent accounts will be considered where a confirmed booking is amended less than two (2) days prior to the date the change is to be effected.

4. INDEMNITY

Upon acceptance of the hire, the Hirer undertakes to hold the City Of Karratha indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue: Personal injury (including death or disease) to the Hirer or any invitee or third party unless and then only to the extent that the Hirer proves said injury was due to the

negligence of the City; Loss of or damage to any property owned by the Hirer, the City or any third party; Breach or non-compliance with any statute or regulation or local law of any public, municipal or other authority.

5. CLEANING

- 5.1 It is the responsibility of the Hirer to leave the facility in a clean and tidy condition at the conclusion of the booking. This includes but is not limited to ensuring floors are swept and mopped; benches, stoves, chairs and tables are wiped clean; chairs stacked no more than ten (10) high and tables folded and stored in their original position; all food scraps, rubbish, decorations and equipment are removed. Basic cleaning equipment is provided in all Council facilities.
- 5.2 If contract cleaning is required as a result of your booking, forfeiture of your bond may occur.

6. DAMAGE

- 6.1 The driving of nails, tacks, screws or the fixing of adhesive material etc into or on any part of the facility or furniture is strictly forbidden.
- 6.2 Please ensure that any notable damage is reported prior to the commencement of your booking, as it will be deemed that this damage may have occurred during the course of your function. All damage to a Council facility must be reported to the Karratha Leisureplex during business hours.
- 6.3 The Hirer is responsible for any breakage, damage or loss to Council's property or equipment or surrounding facilities, which occurs during the Hirer's use of the Facility. The cost of repairing or replacing any breakage, damage or loss will be borne by the Hirer and will be deducted from the bond. In the event that costs to clean/repair any damage exceeds the bond, the Hirer will be invoiced and this will be a debt due and owing to Council.

7. SECURITY / CALL-OUTS

- 7.1 The Hirer shall ensure that all lights and air conditioners are turned off and any doors, windows and gates are locked at the completion of each booking. Failure to secure the premises could result in a Ranger call-out.
- 7.2 Should a City of Karratha Ranger be called out as a result of the Hirer's non-compliance with any of these conditions, a call-out fee will be deducted from the bond (Minimum 3 hours).
- 7.3 The Ranger shall have authority to terminate the hire arrangement forthwith in the event of non-compliance if in the reasonable opinion of the Ranger the breach is likely to continue.
- 7.4 Should a Police call-out be required and/or a noise abatement notice issued as a result of the Hirer's failure to comply with a noise warning this will result in full forfeiture of the bond.

8. ATTENDANCE CAPACITIES

Attendance must not exceed the accommodation capacities determined by the Department of Health. In the event that such numbers are exceeded, the Hirer accepts full responsibility for repercussions such as the termination of their function.

9. SAFETY

- 9.1 All electrical cords, fittings, switches and other electrical appliances used by the Hirer must comply with the appropriate Australian Standards and display a current electrical test tag.
- 9.2 The Hirer is responsible for the actions and for the behaviour of all persons using the premises during the hire period whether or not those persons are using the premises at the express invitation of the Hirer. The hirer shall ensure that each person using the premises during the hire period maintains a reasonable standard of behaviour.
- 9.3 The Hirer shall take reasonable steps to ensure that persons do not loiter within the vicinity of the facility hired.
- 9.4 The Hirer shall upon entry to any facility make themselves aware of designated evacuation plans and in the case of an emergency follow
- 9.5 these plans and call emergency services on '000'.

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 during 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.

I, _____, being the duly authorised representative of the applicant in endorsing 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: _____

OFFICE USE ONLY

Date Booking Received:		Signature (CI Staff):	
Date Booking Entered:		Signature (CI Staff):	
Confirmation Sent:		Signature (CI Staff):	
Notes:			

Privacy Consent and Disclosure Form

The City of Karratha collects personal information on this form for the purpose of assessing, processing and managing external venue hire applications, administering bookings, communicating with applicants, managing payments and bonds and meeting legislative and operational requirements.

This collection is managed in accordance with the *Privacy and Responsible Information Sharing Act 2024* and the City's Privacy Statement.

Your information may be disclosed to authorised City staff, contractors, booking system providers, emergency services, medical professionals or other parties where authorised or required by law.

This information is subject to the *Local Government Act 1995 (WA)*, relevant regulations, and the *Freedom of Information Act 1992*. The use of City facilities is governed by the City's Conditions of Hire.

By completing this form, you are acknowledging that the City will use your information for the purposes outlined above. You can request access to, or correction of, your personal information by emailing enquiries@karratha.wa.gov.au, or writing to PO Box 219, Karratha WA 6714.

If you do not provide the requested information, the City may be unable to assess or process your application or provide the requested service.

For more information about our privacy practices, please refer to the City's [Privacy Policy](#) and [Privacy Statement](#).

APPLICATION TO CONSUME ALCOHOL ON CITY PREMISES



CITY OF KARRATHA

PO Box 219, Karratha Western Australia 6714

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BOOKINGS FOR MILESTONE BIRTHDAYS ARE NOT ACCEPTED

APPLICANT DETAILS

Name of Organisation:				
Name of Applicant:				
Postal Address:				
Email Address:				
Telephone:	W:		M:	

BOOKINGS DETAILS

Facility Requested:			
Purpose of Function:			
Number of Attendees:		Security Attendance:	☐ Yes ☐ No
Application Type: ☐ BYO ☐ Supply/Distribution ☐ Sale of Alcohol			
Special Instructions:			
☐ PLEASE PROVIDE AN ALCOHOL MANAGEMENT PLAN WITH YOUR COMPLETED APPLICATION			
☐ PLEASE PROVIDE A FLOORPLAN INDICATING WHERE ALCOHOL WILL BE CONSUMED			

ALCOHOL CONSUMPTION DATES & TIMES

Day(s) Requested	Date(s) Requested	Start Time	End Time

Applicant Signature: _____ Date: _____

This form is an application only, approval will be confirmed in writing. Applicants must be over 18 years of age and your application must be submitted to the Karratha Leisureplex a minimum of 14 days prior to your booking. Major Events will be required to complete further applications with the City of Karratha Environmental Health team. A copy of this application will be forwarded to the local courthouse and police station once approved.

OFFICIAL