

SPORT & VENUE BOOKING FORM

CONTACT DETAILS

Organisation: _____

Contact Name: _____

Email Address: _____

Phone: _____ Mobile: _____

Address: _____ Suburb: _____ Post Code: _____

BOOKING DETAILS

Date: ____ / ____ / ____ Day of the week: _____ Start Time: _____ Finish Time: _____

OR Fixtures attached

Activity (e.g. meeting or training): _____

Number attending: _____

Are you an incorporated body? YES / NO (If yes, please attach public liability insurance form)

Will food be sold? YES / NO (If yes, please attach environmental health food handler certificate)

Will alcohol be consumed? YES / NO (If yes, request link from the bookings officer will be issued)

Will alcohol be served? YES / NO (If yes, please attach valid RSA certificate)

Will alcohol be sold? YES / NO (If yes, please attach liquor license, and approved manager certificate)

Will any structures be erected? YES / NO Details: _____

Please note security may be required for larger functions

FACILITIES REQUIRED

Indoor Court 1

Meeting Room 2

Henry Street Oval

Indoor Court 2

Meeting Room 3

Jubilee Oval

Indoor Court 3

Hospitality Room

Bert Hawke Oval

Outdoor Court 4

Hospitality Room & Patio

Hockey Turf

Outdoor Court 5

Patio Only

Bernard Park Sound Shell

Outdoor Court 6

Kitchen

Northam Village Green

Outdoor Court 7

Kitchen Kiosk (Court End)

Northam Town Hall

Meeting Room 1

Kitchen Kiosk (Oval End)

Northam Lesser Hall

ADDITIONAL ITEMS

Recreation Centre

- Trestle Tables (Quantity: _____)
- Chairs (Quantity: _____)
- Black Tablecloths (Quantity: _____)
- Whiteboard
- Projector
- PA System
- Laptop (Please bring your presentations on a USB)
- Tea / Coffee (Quantity: _____)
- Urn Only (Tea / Coffee / Milk / Sugar, provided by you)
- Ceramic Crockery (Type: _____ Quantity: _____)
- Stainless Steel Cutlery (Type: _____ Quantity: _____)

Outdoor Lighting

- Jubilee Oval Lights (Time required: _____ To _____)
- Henry Street Oval Lights (Time required: _____ To _____)
- Bert Hawke Oval Lights (Time required: _____ To _____)
- Outside Court Lights (Time required: _____ To _____)
- Bernard Park Sound Shell Lights (Time required: _____ To _____)

Town & Lesser Hall

Chairs and tables are available for use, located in the middle storeroom (DIY set up only).

ROOM LAYOUT

- Option 1 (U - Shape)
- Option 2 (Classroom)
- Option 3 (Group Classroom)
- Option 4 (Presentation)
- Option 5 (Other - **Please send through to Bookings Officer at least 48 hours prior to booking**)

PAYMENT

- Cash or Eftpos upfront
- Invoice - PO # _____ (Please note invoices can only be provided to those with an account)

Hire Rates

Indoor Court	40.00/hour	\$280.00/full day	
Outdoor Court	\$14.50/hour		
Outdoor Court Lights	\$5.50/hour		
Meeting Room	\$52.00/hour	\$363.00/full day	
Meeting Room 1 & 2 Combined	\$83.00/hour	\$580.00/full day	
Hospitality Room	\$97.00/hour	\$682.00/full day	
Hospitality Room & Patio	\$119.00/hour	\$834.00/full day	
Patio Only	\$48.00/hour	\$334.00/full day	
Kitchen	\$32.00/hour		
Ovals & Hockey Turf	\$63.00/hour	\$211.00/half day	\$375.00/full day
Ovals & Hockey Turf Lights	\$19.00/hour		
Bernard Park Sound Shell	\$35.00/hour		
Northam Town Hall	\$33.00/hour	\$232.00/full day	
Lesser Hall	\$28.00/hour	\$195.00/full day	
Projector & Screen	\$22.00/full day		
PA System	\$22.00/full day		
Laptop	\$22.00/full day		
Tea & Coffee	\$3.00/per person		
Chairs	FREE with Booking		
Trestle Tables	FREE with Booking		
Black Tablecloths	FREE with Booking		
Whiteboard	FREE with Booking		
Crockery & Cutlery	FREE with Booking		
Booking Bond	\$100.00 - \$2000.00 (TBC upon confirmation)		

DECLARATION

I have read and agreed to the conditions of hire outlined below. I am aware that this booking has not been confirmed until I have received a confirmation email from Northam Recreation Centre's Booking Officer.

Signed: _____ Date: ____ / ____ / ____

CONDITIONS OF HIRE

- Booking forms must be submitted to the Bookings Officer at least 5 business days prior to the booking date.
- Bookings inside the Recreation Centre must be made within opening days & hours unless discussed and approved otherwise.
- A public liability certificate of currency no less than \$20 million is required from all incorporated bodies or non-incorporated bodies who are not covered under the Shire's casual hirer insurance. Those covered under casual hirer's insurance include any person or group of persons (excluding a sporting body, club, association, corporation, or incorporated body), who hire a council facility for non-commercial or non-profit making purposes, less frequently than twelve (12) times per calendar year.
- An Environmental Health 'Food Handler' Certificate is required for all person's selling food. You can complete the course on the Shire of Northam Website via this link: <https://www.northam.wa.gov.au/develop-build/health/food-safety.aspx>
- If your booking involves consumption of alcohol, permission must be applied for at least 1 week prior to the booking date. Should your request not be approved, consumption of alcohol will not be allowed.
- Free drinking water must be provided when alcohol is being consumed.
- A liquor license and approved manager is required to sell alcohol. Valid RSAs are also required for all other persons serving alcohol.
- If your booking is an event, please contact events@northam.wa.gov.au
- Storage of items before or after the booking is not permitted unless discussed otherwise.
- The Shire of Northam is not responsible for any loss or damage of personal property.
- Smoking is not permitted within ten (10) metres of any Shire of Northam facility.
- The council reserves the right to withdraw permission for the use of any facility at any time.
- Fees are set by council and cannot be adjusted. Please make sure your booking is paid in full 24 hours prior to the booking date with the exception of sports hall bookings paid upon entry.
- Cancellations must be received in writing to bookings@northam.wa.gov.au no less than 24 hours prior to the scheduled date. Failure to do so will result in being charged a \$29.00 cancellation fee, unless discussed and approved otherwise.
- Collection and return of keys from the Northam Recreation Centre must be arranged within business days and hours.
- All damage is to be reported. The hirer is liable for costs to repair/replace any damages to Shire property where identified after your booking. These costs may be deducted from your bond.

PLEASE NOTE IF USING THE TOWN OR LESSER HALL:

- Internal bins must be emptied prior to leaving.
- All equipment is to be returned to the correct locations and stored neatly.
- A cleaning fee will be charged or withdrawn from your bond, should you not leave the facility in a presentable condition.
- Ensure all lights, aircons and heaters are turned off prior to leaving.
- Ensure all windows and doors are locked prior to leaving.
- All set-up and pack away are to be completed by the hirer. The hirer must pay for set up and pack up time inclusive with booking.