



Shire of Northam

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.
 www.northam.wa.gov.au or find us on Facebook: www.facebook.com/NorthamRecreationCentre
 bookings@northam.wa.gov.au
 Phone: (08) 9622 5153

Booking Hire Application Form

Organisation: _____
 Contact name: _____ Phone: _____
 Address / Email: _____ Post Code: _____

Booking details

Booking Type: Sporting Birthday Party Meeting/Training Event/Show Other: _____

Dates, Days & Times: Fixtures as attached **OR** From: ____/____/____ To: ____/____/____
 Total training hours per week: _____ Complete Days
 Total game hours per week: _____

Monday **From:** ____ AM / PM **To:** ____ AM / PM Thursday **From:** ____ AM / PM **To:** ____ AM / PM

Tuesday **From:** ____ AM / PM **To:** ____ AM / PM Friday **From:** ____ AM / PM **To:** ____ AM / PM

Wednesday **From:** ____ AM / PM **To:** ____ AM / PM Sat Sun **From:** ____ AM / PM **To:** ____ AM / PM

Number attending? _____ **Security present?** Yes / No **Qualified first aid available?**
 Yes / No

Are you an incorporated body? Yes / No If yes, please attach Public Liability Certificate of currency

Will alcohol be sold? Yes / No If yes, Attach Liquor Licence from Department of Racing and Gaming

Will alcohol be consumed? Yes / No If yes, Attach Shire of Northam CEO approval

Will food be sold? Yes / No If yes, attach Environmental Health approval

Will any structures be erected? Yes / No **Details:** _____

Facilities (tick all that are required)

Northam Indoor Courts: Indoor Cr1 Indoor Cr2 Indoor Cr3 Kitchen / Kiosk

Northam Outdoor Courts: Outdoor Cr4 Outdoor Cr5 Outdoor Cr6 Outdoor Cr7

Northam Function Rooms: Hospitality Room Patio Meeting Room 1 Meeting Room 2 Meeting Room 3 Foyer

Sports Ovals / Fields: Henry Street Oval Jubilee Oval Bert Hawke Wundowie Oval Hockey Turf

Public Halls: Northam Town Hall Lesser Hall Sound Shell Wundowie Hall-Main Hall
 Wundowie Hall-Meeting room Wundowie Hall-Entire facility

Northam Aquatic Centre: Lap Lanes - Number: _____ Leisure Pool Toddler Pool

Wundowie Aquatic Centre: Lap Lanes - Number: _____ Leisure Pool Toddler Pool

Other / Notes: (Eg. Village Green) _____

Additional Booking Requirements

Equipment	# Req.	Cost	Subtotal	Please use the space below to indicate how you'd like the space to be set up if applicable
Chairs		Free		
Trestle Tables		Free		
Whiteboard		Free		
Projector / Screen		\$20		
Sound System		\$20		
Tea / Coffee		\$2.50 per person		
Lights Outside Courts		\$4 per hour		
Oval Lights		\$15 per hour		
Total:				



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Payment Options Upfront Invoice - Purchase Order Number: _____

Help us out... How did you hear about the option to book the facilities:

Facebook Newsletter Sports Clubs Word-of-mouth Staff Member Other: _____

Terms and Conditions

- Terms and Conditions**
- The applicable bond – see below - is required to secure all bookings.
 - Bookings will only be approved upon receipt of this Booking Hire Application Form.
 - A certificate of currency is required from all incorporated bodies.
 - Bookings are not confirmed until a booking confirmation email has been sent.
 - Storage of items before or after the event is not permitted without prior arrangement.
 - Smoking is not permitted within five metres of any Shire of Northam facility.
 - A cleaning fee will be applied should the hirer not leave the facility in a presentable condition.
 - The Council reserves the right to withdraw permission for the use of any facility at any time.
 - All cancellations must be received in writing by the signatory to this form no less than seven days prior to the scheduled date.

- Hirer's Responsibilities**
- Set up activities/areas required
 - Ensure all equipment is returned to correct locations and stored neatly as it was found;
 - Ensure all doors and windows are locked;
 - Ensure all lights and air-conditioning/heating are turned off;
 - Collect and Return all keys from the Northam Recreation Centre or Wundowie Library by prior arrangement through regular business hours;
 - Place all refuse in the bins provided and leave the area in a clean and tidy state.
 - If using the Town or Lesser Hall, internal bins must be emptied prior to leaving. Ensure facility is left in a clean and tidy manner including floors swept/mopped/vacuumed, benches wiped and toilets cleaned;
 - Report all damage;
 - Comply with all national, state and local government laws including permission to consume alcohol and relevant liquor licences if applicable;
 - Free drinking water must be provided when alcohol is sold or consumed.

Authorisation

Upon acceptance of the hiring, the hirer undertakes to hold the Shire of Northam and the employees of the Shire of Northam indemnified in respect or any loss or damage to the facility or any part thereof or to any equipment or property at or upon the facility and in respect of all claims which may be made against it or them for damages or otherwise in respect of or resulting from any loss, damage, death or injury caused by or in the course of or arising out of or in connection with the hiring or use of the venue by the hirer.

Name: _____ Signature: _____ tick submitting electronically Date: _____

Office use only

1. Upon Receipt of Booking Form		Risk Matrix	
		Function Type	Multipliers
<input type="checkbox"/> Details complete <input type="checkbox"/> Certificate of Currency attached <input type="checkbox"/> Send to Events for approval (if Event/Show, Soundshell booked, >30ppl, Alcohol or Food Sold, or structures to be erected) <input type="checkbox"/> Wundowie Facility - send to Wundowie Library <input type="checkbox"/> Northam Facility - send to Northam Recreation Centre <input type="checkbox"/> Availability Checked <input type="checkbox"/> Any potential clashes with regular user groups <input type="checkbox"/> Risk Matrix checked and signed off <input type="checkbox"/> Call Football Clubs (if Henry St oval booked) <input type="checkbox"/> Roster Checked if required <input type="checkbox"/> Tentative booking made <input type="checkbox"/> Call Bridgeley Community Centre (if alcohol being consumed)		1 <input type="checkbox"/> Sporting 5 <input type="checkbox"/> Birthday Party < 25 years 3 <input type="checkbox"/> Birthday Party > 25 years 1 <input type="checkbox"/> Meeting / Training 3 <input type="checkbox"/> Event/Show _ <input type="checkbox"/> Other: _____	+50% <input type="checkbox"/> Alcohol -50% <input type="checkbox"/> Licenced Security +50% <input type="checkbox"/> Unsocial hours +50% <input type="checkbox"/> Unsocial days +50% <input type="checkbox"/> Large event > 30ppl +25% <input type="checkbox"/> Contact Sport +100% <input type="checkbox"/> History of anti-social
		Bond & Sign-off	
		Function Type Points: _____ <input type="checkbox"/> <5 points Nil Bond <input type="checkbox"/> <10 points \$100 Bond <input type="checkbox"/> <20 points \$500 Bond <input type="checkbox"/> <30 points \$1000 Bond <input type="checkbox"/> <50 points \$2000 Bond <input type="checkbox"/> >50 points Council Resolution Required	After Multipliers: _____ Admin Officer Snr Rec Officer / Library Staff? Man Rec Serv. / Man I&DI Exec Man CEO
		3. After Booking	
2. After booking approved <input type="checkbox"/> Entered in Outlook calendar or Wundowie or Diary Synergy Booking Number: <input type="checkbox"/> Adjust weekly sheet (if required) <input type="checkbox"/> Permission to consume alcohol from CEO and to Police <input type="checkbox"/> Confirmation sent (Events to send Confirmation Letter should the booking have been sent to events) <input type="checkbox"/> Filed in month file		<input type="checkbox"/> Bond refund request sent <input type="checkbox"/> Invoice sent creditors <input type="checkbox"/> Email address added to mail list	