**Casual Facility Hire Application Form**

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| 1) **Application to be submitted a minimum of 7 days prior to the date of the booking** |
| Application Date |  |

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| 2) Applicant Details |
| Company or Club Name |  |
| ABN (if applicable) |  | Not for profit organisation? Yes No  |
| Applicant Name(s)  |  |
| Postal Address  |  |
| Email Address |  |
| Telephone | (mob) |  | (Bus hours) |  |

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| Part 2 – Venue Details |
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| Halls |
| Council Chambers |  | Weipa Storm Surge Shelter Court |  |
| Assembly Hall |  | Weipa Storm Surge Shelter Meeting room |  |
| House on the Hill Dance Studio |  | Kumrumja Building/ Park |  |
| Ovals |
| Andoom Oval Sports Fields North / South |  | Andoom Oval Kiosk / Toilets |  |
| Andoom Oval Lights Full / Training |  | Cricket Oval/ Extreme Sports |  |
| Andoom Oval Special Events Ground/ Stage  |  | Cricket Shed |  |
| Aquatic Centre |  |  |  |
| No of Lanes Required |  | Inflatable |  |

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| 4) Booking Details |
| Date Required |  | Times Required |  |
| Purpose of booking |  |
| Event type | Commercial (tickets and/or products services sold) Private Function (invitation only) Social/Community event (open to public not for profit) NB: a special event permit may be required |
| No of people attending. If more than 100, additional cleaning, bins or security may be required. |  |
| Will alcohol be consumed at this event? (A wet area permit may be required.) |  |
| Will food be provided or sold? (A food licence may be required.) |  |
| Will alcohol be sold? (A liquor licence and Security may be required.) |  |
| Do you have an approved COVID Safe plan? |  |

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| 5) Additional requests or details |
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| 6) Terms and Conditions |
| 1. This is an application only. Confirmation of booking will be provided in writing to the applicant. Additional terms and conditions may be advised in the booking confirmation.
2. Fees are as per the current Weipa Town Authority Fee Schedule.
3. Cancellations / amendments need to be provided in writing at least 7 days prior to occurrence, otherwise fees will be charged as per the original booking.
4. Casual hire is to be invoiced and paid in advance.
5. It is the responsibility of the applicant to obtain all necessary authorisations (approvals, licence, permits) required for the duration of the hire. All permits and approvals must be obtained prior to confirmation of booking.
6. Public Liability Insurance and hire of 1 qualified Life Guard per 100 pax is required for exclusive use of swimming pool.
7. If keys are issued for the use of a facility, you acknowledge that a fee of $150 will be payable to the WTA should the key be lost or is not returned. Keys are due to be returned within 2 business days on conclusion of booking.
8. Any damage to the facility is the responsibility of the applicant. Applicant will be charged costs of repair or replacement as determined by the Weipa Town Authority. The facility is to be thoroughly cleaned at the conclusion of the event. The Weipa Town Authority will on charge the costs of any cleaning required to the applicant.
9. Items are not to be stored or left at the facility unless approved by WTA in writing.
10. Weipa Town Authority will not be held accountable for any damage or loss of items.
11. You release and indemnify Weipa Town Authority from all claims, actions losses, demands, damages and expenses for which the Weipa Town Authority shall or may become liable or suffer arising out of or in connection with the hire of the venue by the applicant. It is the responsibility of the applicant to obtain and maintain insurance against such liability for the duration of the hire.
12. The Hirer retains all liability and responsibility for the compliance with the requirements of their approved COVID safe plan.
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| 7) Declaration |
| I agree that I have read the Weipa Town Authority’s Terms and Conditions of Hire and agree to abide by these and be responsible for payment of all fees and charges associated with this hire. I agree to ensure that appropriate liability and other insurances are in place for the activities to be conducted. |
| Applicant Name |  |
| Signature |  | Date |  |

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| 7 Office use only |
| Booking Entered |  | Confirmation issued |  |
| Public Liability Supplied |  | Approved Covid Safe Plan submitted |  |
| Debtor Set up |  | Facility Induction  |  |
| Key required |  | Storage |  |
| Key issued date |  | Key issued to |  |
| Key return date |  | Staff receiving key |  |