

# Facility Hire Application Form

## CONTACT DETAILS

Contact Name:	
Organisation:	ABN:
Address:	
Suburb:	Postcode:
Phone:	Mobile:
Email:	
Have you booked with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### How did you find out about the facility hire available within our Centre?

- Friend/Referral     Attend Centre     Newspaper     Brochure/Flyer     Easy Weddings     E-Bridal     Expo  
 MSRC Website     Email/E-Newsletter     Yellow Pages     Other (please specify):

## FUNCTION DETAILS

Type of function/entertainment:
Number of participants:
Will you be serving food? <input type="checkbox"/> No <input type="checkbox"/> Yes
Is catering required? <input type="checkbox"/> No <input type="checkbox"/> Yes (If <b>yes</b> , contact the SJCRC on 9550 6777)
Will alcohol be consumed? <input type="checkbox"/> No <input type="checkbox"/> Yes (If <b>yes</b> , contact the Bookings Officer on 9550 6777)
Will you be selling alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes (If <b>yes</b> , contact the Depart. of Racing, Gaming & Liquor to obtain a Liquor Licence)
Will there be decorations? <input type="checkbox"/> No <input type="checkbox"/> Yes (If <b>yes</b> , contact the SJCRC on 9550 6777)
Cafe operational outside of standard hours? <input type="checkbox"/> No <input type="checkbox"/> Yes

## FUNCTION DATE

Day	Start Date	Finish Date	Start Time	Finish Time

**Note:** If additional dates are required, please attach details on a separate sheet.

Is set up time before function required?  Yes  No If yes, list details: \_\_\_\_\_

## BOOKING INFORMATION Please tick which area(s) you require:

**Kingia Function Centre**     Multi Purpose Room 1 and 2     Multi Purpose Room 1 (stage side)     Multi Purpose Room 2     Green Room     Kitchen

**Serpentine Jarrahdale  
Community Recreation Centre**

Mead St, Byford WA 6122 T: 9550 6777

[www.sjcrc.ymca.org.au](http://www.sjcrc.ymca.org.au)



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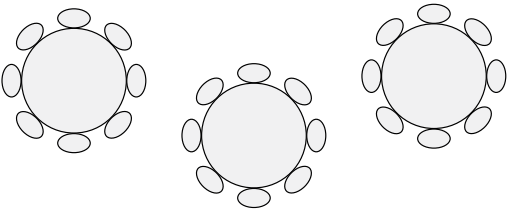


**EQUIPMENT HIRE** Please tick what you require and write the amount and description if needed. Any broken items will be replaced from the bond.

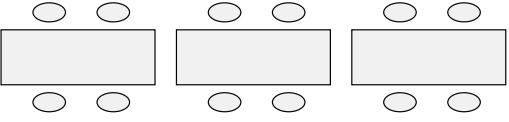
Tick	Equipment	How Many	Additional Charge
	Stage		FREE
	Chairs		FREE
	Trestle Tables		FREE
	Round Tables		FREE
	Whiteboard		FREE
	Screen		FREE
	Lectern		FREE
	Urns		FREE
	CD Player/Speaker		\$20.00
	Data Projector ( <i>laptop</i> )		\$65.00
	Handheld Microphone Roving		\$50.00
	Sound System		\$50.00
	Internet Connection		\$1.00 per user
	Plates		20c each
	Wine Glasses		20c each
	Water Glasses		20c each
	Cups and Saucers		20c each
	Knives		20c each
	Forks		20c each
	Spoons		20c each
	Deep Fryer		\$10
	BBQ		\$10
<b>TOTAL:</b>			<b>\$</b>

**ROOM CONFIGURATION** Please tick how you will be setting up the room as an indication of what equipment is needed.

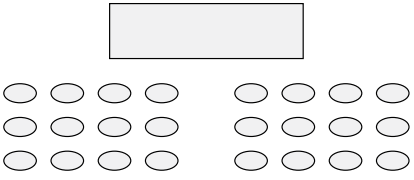
**Banquet Style**



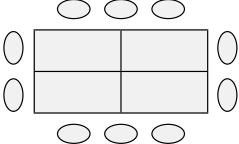
**Board Room Style**



**Theatre Style**



**Square Style**



**SOUND/MUSIC INFORMATION**

Is there going to be music or amplified sound at your function? eg DJ, Band.  Yes  No

If **yes**, do they hold the required licence from the Australasian Performing Rights Association (APRA)?  
 No  Yes (*please attach a copy of your current licence details*) Please detail: \_\_\_\_\_

If **no**, do you intend to acquire this licence before the commencement of your activities?  Yes  No

**LIQUOR & FOOD** Please note that if you are planning to sell alcohol a liquor licence is required.

Will alcohol be consumed at the facility? (*If yes, a \$21.00 liquor permit fee applies - Hirer to obtain from the Shire*)  Yes  No

Will you be selling alcohol at the facility? (*If yes, please contact the Office of Racing, Gaming & Liquor on 9425 1888 and forward us a copy of your liquor licence 7 days prior to your booking*)  Yes  No

**RULES AND REGULATIONS**

**Booking, Payments and Refunds**

**Booking Confirmations** - A non refundable 20% deposit is required to secure a booking (please note that if you are from out-of-state a 50% deposit is required). The full balance of the hire fee and the bond is to be paid a minimum of 30 days before the event.

**Cleaning**

If your group is larger than 50 people or food/drink is involved there is a mandatory \$80 charge for our staff to clean the room to standard. For 100+ guests there is a \$120 charge. Please note that your group is still required to tidy the room and leave it as it was found. If your booking is for a wedding, there is a mandatory \$120 charge fee for cleaning built into your hire fee.

**Bonds**

Bonds are required for the following events (in case of cancellation, bonds will be refunded, minus any additional costs, up to 14 days after the event):

**Weddings \$1,000 Corporate/Large Group Bookings \$500 Small Group Bookings \$300**

**Cancellations**

All cancellations must be received in writing by the signatory on this form. Please note that the 20% deposit will not be refunded. The full hire fee will also **not be refunded** if a booking is **cancelled 7 days or less** before the event.

**BOND REFUND** - the bond will be refunded by cheque, minus any additional costs, up to 14 days after the event. We will request account details when we confirm your booking.

- Bookings will only be approved upon receipt of a completed **Facility Hire Application**.
- Bookings are not confirmed until a confirmation letter is issued by the Bookings Officer and a separate Conditions of Hire Form is completed and signed.
- Any booking that is classified as a high risk (eg 18th, 21st, Buck's Night) will necessitate a minimum of 2 security guards at the Hirer's expense. A letter from the security company must be received by the Functions Officer at least 72 hours prior to the function. Failure to do so may result in refusal of the booking.
- Where children are involved in a booked function, the Hirer will supply the Centre with current **Working With Children** checks for each staff person working at the function.
- Children attending functions must be closely supervised at all times and may not leave the function room unless supervised by a parent or guardian.
- No nails/items are to be used to affix items to walls, doors or any painted surface.
- Candles are permitted, but please use caution. Activation of smoke alarms that result in a call-out to the Fire Department will be on-charged to the Hirer.

- Storage of personal items (eg decorations, music equipment, etc) at the conclusion of the function hire period is not permitted without prior arrangement.

**SMOKING**

- A **No Smoking** policy exists within a 5 metre radius of the facilities and it is a requirement that Hirers and Users of the facilities adhere to this policy.

**DECLARATION**

I have read and I understand the Conditions of Hire. The information provided in this document is true and correct. I understand that approval of hire is at the discretion of the SJCRC.

Name of Hirer:

Organisation *(if applicable)*:

Signature:

Date:

**OFFICE USE ONLY**

				Total Costs
<b>Facility Hire Costs</b>	Area:	\$ per hour	No. of hours:	\$
<b>Staffing Costs</b>	Who:	\$ per hour	No. of hours:	\$
<b>Cleaning Costs</b>	Who:	\$ per hour	No. of hours:	\$
<b>Equipment Hire Costs</b>	Yes/No:	Items:	\$	\$
<b>Total Hire Costs:</b>				\$
<b>20% Deposit Paid</b>	Yes/No:	\$	Receipt Att.: YES/NO	\$
<b>Bond Required</b>	Yes/No:	\$	Paid: YES/NO	Receipt Att.: YES/NO

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