

SOTS EVENT APPLICATION AND FACILITY HIRE FORM



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Office Hours
8.00am - 4.00pm
Monday - Friday

Office Use Only									
Date Received		Records Ref		File Ref					
Approval under delegated Authority? ☐ YES ☐ NO			Applicant Notified ☐ YES		Signing Officer:				
To Be Invoiced		☐ YES	Date	Invoice No:		Officer:			
Fees Waived Approved by CEO/DCEO		☐ YES	Date	Fee Waived Form Attached Entered in Cost Free register ?		☐ YES ☐ YES	Officer:		
Total Bond Paid			Date	Bond Collection by		Receipt Attached ☐			
Total Monies Paid			Date	Money Collected by		Receipt Attached ☐			
Comments									

OFFICE USE ONLY

Are you setting up a stall to sell Food /Non-Food items at your event/activity?

☐ YES (please fill in Stall Application) ☐ NO,

Please Fill in Sections A - K

Section A: APPLICANTS DETAILS

Name of Organiser:			
Postal Address:			
Contact Person/Event Manager:			
Email:			
Phone:	(B/H)	(Mob)	
Are you a fundraising organisation for charity or a community group?		☐ YES	☐ NO

Section B: FACILITY

Facility/Equipment:	☐ Community Hall (CAPACITY 324)	☐ Pavilion (CAPACITY 70)	☐ ECLC Consultant Room	☐ Swimming Pool Multipurpose Room (CAPACITY 65)	☐ Red Room (CAPACITY 78)	☐ Other
Please specify if other:						

Section C: EVENT DETAILS

Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. setup and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the Shire three (3) weeks prior to the event.

Type of Project / Event:	☐ Private Function	☐ Community Event	☐ School Event	☐ Training Course	☐ Indoor Sports	☐ Other
Please specify if other:						
Name of Project / Event:						
Project / Event Date/s:						
Add all the dates here (if multiple sessions over a period of time)						
Project / Event Times:	Start:		Finish:			
Expected Number of Attendees	Adults:		Children:			



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Do you require use of PA System*:	☐ YES	☐ NO
Do you require use of Furniture*:	☐ Chairs	☐ Rectangular Trestle Tables (seats 6) or ☐ Round Trestle Tables (seats 10)
Number of items:	Chairs:	Rectangular: Round:
Details of any tents, marquees, stages to be used for the event (including size dimensions)		
Section: Gaming & Liquor		
Will there be alcohol at the event**:	☐ YES	☐ NO
Liquor Permit: <i>If you are selling alcohol, have you applied for a permit from Liquor and Gaming?</i>	☐ YES Permit No:	☐ NO
Will there be gaming at the event:	☐ YES	☐ NO
Gaming Permit: <i>If you are playing bingo, have you applied for a permit from Liquor and Gaming?</i>	☐ YES Permit No:	☐ NO

*Additional fees will be incurred. ** Alcohol cannot be consumed at the ECLC consultants room and Swimming Pool Multipurpose Room.

~ Bar and Kitchen are only available for use at the Community Hall and Pavilion.

Section D: COUNCIL OWNED PARKS (Only applicable if the activity/event is on Council owned park)		
Event organisers must seek permission prior to piercing the ground with tent pegs, fencing and other forms of spikes to avoid damaging reticulation. It is recommended that the event organiser arrange an onsite meeting with the Shire's Supervisor of Operations, Facilities and Maintenance to ensure the underground reticulation is not damaged during the event.		
Are you organising the event in park land?	☐ YES	☐ NO (Skip to next section)
Do you require the reticulation to be turned off?	☐ YES	☐ NO
	<i>(Applicable only to events being held – including set up – between the hours of 6pm and 9am)</i>	
Do you require the reticulation to be marked?	☐ YES	☐ NO
	<i>(Applicable only to events piercing the ground)</i>	

Section E: FEES & CHARGES	
Please note that fees and charges are set by Council, and are not subject to negotiation. Equipment Fees are payable additional to Venue Hire Fee.	
Cleaning Fee	Venue to be left in clean and tidy state. If not, cleaning fees will apply
Venue / Equipment Breakage / destruction	For incorrect use of venue / equipment. Fee will depend on the type of damage occurred.
☐ Tick the box to confirm that you understand the FEES & CHARGES statement.	

Section F: EVENT FACILITIES



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Power Supply

All power cords are to be tagged and tested in accordance with the Health Act 1992 (Public Buildings).

Are you using a power generators: ☐ YES ☐ NO

Section G: BINS

Do you require extra bins?

☐ YES

Number ()

☐ NO

Section H: TRAFFIC MANAGEMENT (as applicable)

Is any part of the event is on or close to a road?

☐ YES

☐ NO

Details of any road closures or use of roads for the event:

Section I: COUNCIL EVENT ADVERTISING

Would you like your event listed on the Community LED Sign?

☐ YES, please attach flyer
[check the fees and charges here](#)

☐ NO

Would you like your event listed in the Yakabout Newspaper?

☐ YES, [check the fees and charges here](#)

☐ NO

Please add the Yakabout Issue Number or dates here.

[Yakabout Dates Link](#)

Advertisement Type

☐ Colour
or
☐ B&W

☐ Full Page or
☐ Half Page or
☐ Quarter Page

IMPORTANT: Please keep the Shire informed of any changes of times, dates and cancellation etc for your event.

Please note: The Shire of Three Springs will only publish not for profit and apolitical adverts on the Community LED Sign.

Section J: DETAILS TO BE INCLUDED IN APPLICATION

Permit applications (food and non food)

☐ YES

☐ NO

Traffic Management Plan

☐ YES

☐ NO

Public Liability

☐ YES

☐ NO

Alcohol – Licence (if applicable)

☐ YES

☐ NO

Please read Terms & Conditions on the following pages before signing the last page.



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Section K: DECLARATION

I, _____ as the event organiser, seek approval to host an event, I acknowledge that the information and completed actions in my application are true and correct. I will ensure that appropriate liability, and other insurances and other licences are in place for the activities to be conducted. I understand that the Event application guide is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the guide and that as the event organiser I am responsible.

Signature

Date

CSO Signature Check

Date

TERMS AND CONDITIONS

- All hire charges must be paid at the Shire Admin Centre prior to keys being collected, unless prior arrangements have been made.
- If a key(s) is lost, the cost of a replacement key(s) will be the responsibility of the hirer.
- It is the responsibility of the hirer to ensure that the conduct of all persons present at the time of the function is orderly.
- To limit damage to floors, no spiked heels or boots are to be worn in any building.
- Sticky tape is not to be used on the walls.
- Building to be left in clean state, or the hirer will incur additional cleaning costs.
- Fans, air-conditioning and lights must be turned off.
- Building to be secured correctly before leaving

Red Room Conditions of Use

- All chairs to be stacked around walls.
- Doors to main hall to be closed.

Hall Bar Conditions of Use

- Breakages and losses - the cost of all replacements is the responsibility of the hirer.
- All washing up to be done and put away.
- Supply own tea towels.
- All fridges / freezers to be left clean, no food or drinks to be left in fridges / freezers.
- All rubbish bins to be emptied

Hall Kitchen Conditions of Use

- Breakages and losses - the cost of all replacements is the responsibility of the hirer.
- All washing up to be done and put away.
- All urns must be turned off and emptied.
- Supply own tea towels.
- All benches to be wiped down and left clean.
- All fridges / freezers to be left clean, no food or drinks to be left in fridges / freezers.
- All rubbish bins to be emptied.
- Bar to be securely closed

Recreation Centre Conditions of Use

- Wine glasses can be made available upon request.
- Supply own tea towels if required.
- Clean and turn fridges off and leave one door open.

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- Do not take anything from the catering cupboard home. REMEMBER the next person to use the cupboard will expect to find everything there. (Bring your own containers for left-overs).
- Please leave ovens wiped out and stove tops and all bench tops wiped clean.
- Sweep and wash floors.
- Do not leave any food or drinks in the Fridges after your function is over.
- Bar area - leave glasses and jugs washed and put back in trays.
- Clean and lock up all toilets after your function is over.
- Please vacuum carpets.

Furniture Conditions of Use

- Tables and chairs are not to be removed from building.
- Please use trestle trolley and chair trolley when moving furniture
- All furniture to be put away after use.
- Storage room to be stacked in an orderly manner.

Liquor Consumption Conditions

- It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Shire. An additional Liquor Licence must be obtained from Liquor and Gaming for the sale of liquor.
- Compliance with all liquor laws and regulations relating to the consumption of liquor.
- The licence must reflect the correct dates if the event is to continue past midnight.

Ample water and non-alcoholic drinks are to be available to all persons present.

Legislative Reference:

Relates to: Delegation NA Sub Delegation NA

Policy Objective: To describe the basis on which the Three Springs Sports Pavilion and Community Hall may be hired and utilised.

Policy Scope: This policy applies to the Three Springs Sports Pavilion and Community Hall:

Policy Statement: The CEO has determined the following rules apply to hirers of the Three Springs Sports Pavilion and Community Hall:

- Hire Form must be completed – available from the Shire offices.
- All hire charges must be paid at the Shire Office before keys will be issued.
- If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.
- It is the responsibility of the hirer to ensure that the conduct of the persons present at the time of their function is orderly.
- It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Council. An additional license must be obtained from the Police Station for the sale of liquor.
- The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Council is required to clean them, costs involved in such cleaning will be payable by the hirer. Sticky tape is not to be used on walls.
- At the discretion of the Council the cost to repair any damage/loss caused by any reason other than normal wear will be added to the hire or rental charge.
- No spiked shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.
- Recreation Centre - kitchen boiling water unit must be turned off and drained immediately after the event.
- The building must be left locked up and with all lights switched off



APPLICATION FOR STALL HOLDER'S PERMIT – FOOD

Liquor Consumption Conditions

- Compliance with all liquor laws and regulations relating to the consumption of liquor,
- Ample soft drink is to be available for minors and non-drinkers; and
- Police approval having been obtained to continue after midnight.

Crockery and Cutlery Hire

- Breakages and losses - the cost of all replacements is the responsibility of the hirer.

Tables and Chairs

- Tables or chairs are not to be removed from inside the building. All tables and chairs must be stacked in an orderly manner and not left out after the event.

In addition, the CEO has determined the following specific requirements which must be observed:

- Wine glasses can be made available upon request.
- Supply own tea towels if required.
- Turn fridge off and leave one door open.
- Make sure all cupboards are properly locked.
- Do not take anything from the catering cupboard home. REMEMBER the next person to use the cupboard will expect to find everything there. (Bring your own containers for left overs).
- Please leave ovens wiped out and stove tops and all bench tops wiped clean.
- Sweep and wash floor.
- Please leave Pie Warmer wiped clean, also the Hot Food Display.
- Do not leave any food or drinks in the Cool Room after your function is over and then forget about it.
- Leave Cool Room clean and locked.
- Bar area - leave glasses and jugs washed and put back in trays.
- Lock up all toilets after your function is over.
- Turn air conditioner off.

Turn lights off.

Sporting bodies - Please vacuum floor

Review		
Date	Meeting	Council Decision
Delegation		
No.	Title	
Legislative Reference		