

# REGULAR USE – Hall Hire Application Form

Shire of Donnybrook Balingup REGHALLS.V.24.1



Please note that a booking is not approved until confirmation is received in writing. This is an application for hall hire only. Should you wish to book a Shire reserve, please complete the Reserve Booking Form.

## APPLICANT DETAILS:

Organisation (if applicable):

Applicant Name:

Contact Email:

Contact Phone:

Postal Address:

Suburb / Townsite:

Postcode:

## BOOKING DETAILS:

Booking type:

Venue Required:	<input type="checkbox"/> Balingup Hall	<input type="checkbox"/> Donnybrook Memorial Hall
Facilities Required:	<input type="checkbox"/> Main hall only	<input type="checkbox"/> Lesser hall only
	<input type="checkbox"/> Both halls	<input type="checkbox"/> Both halls + kitchen
		<input type="checkbox"/> Lesser hall + kitchen
Set up time(s):	Pack down time(s):	

## REGULAR USE DATES & TIMES:

<input type="checkbox"/> <b>WEEKLY</b>	<input type="checkbox"/> Monday	Time:	-				
<input type="checkbox"/> Tuesday	Time:	-	<input type="checkbox"/> Wednesday	Time:	-		
<input type="checkbox"/> Thursday	Time:	-	<input type="checkbox"/> Friday	Time:	-		
<input type="checkbox"/> Saturday	Time:	-	<input type="checkbox"/> Sunday	Time:	-		
<input type="checkbox"/> <b>FORTNIGHTLY</b>	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thur.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
Date:	Time:	-	Date:	Time:	-		
Date:	Time:	-	Date:	Time:	-		
Date:	Time:	-	Date:	Time:	-		
Date:	Time:	-	Date:	Time:	-		
<input type="checkbox"/> <b>MONTHLY</b>	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thur.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
Date:	Time:	-	Date:	Time:	-		
Date:	Time:	-	Date:	Time:	-		
Date:	Time:	-	Date:	Time:	-		
Date:	Time:	-	Date:	Time:	-		



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Total expected attendees:		Please note – if your booking is considered a public event you will be required to complete an Event Application Form in addition to this booking form.
Is alcohol being served?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please ensure that you have completed and attached/ submitted a Consent to Consume Liquor Form.
Is alcohol being sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please apply for the appropriate liquor license through the Department of Local Government, Sport and Cultural Industries.
Invoice to be made out to _____ (name & email address required): _____		

Please be aware that invoices are sent on a monthly basis. Alternatively, you can discuss your payment options with the Community Engagement Officer prior to booking your event(s). If you only require a single date for your event, and it will not be recurring, please complete a standard "Hall Hire Application Form."

## BANK ACCOUNT DETAILS (FOR BOND RETURNS):

BSB:							Account #
Account Name:							
Email (for remittance advice):							

## DECLARATION:

I acknowledge I have read, understood, and agree to abide by the Conditions of Hire. I agree to indemnify the Shire of Donnybrook Balingup against any actions, claims, incidents, or costs arising out of connection with the hire of the facility.

Organisation (if applicable):	
Applicant Name:	
Signature:	Date:

Please submit the completed form –

In Person: 1 Bentley Street Donnybrook, WA 6239	By Mail: PO Box 94 Donnybrook, WA 6239	Via Email: <a href="mailto:shire@donnybrook.wa.gov.au">shire@donnybrook.wa.gov.au</a> Or visit our website!
All other enquiries: (08) 9780 4200 <a href="http://www.donnybrook-balingup.wa.gov.au">www.donnybrook-balingup.wa.gov.au</a>		

## OFFICE USE ONLY:

Fees Applicable: \$	Bond Applicable: \$		
<input type="checkbox"/> Booked in hall calendar	<input type="checkbox"/> Approval issued	Synergy Ref #	Receipt #
<input type="checkbox"/> Invoice request (if req.)	<input type="checkbox"/> Payment received	Invoice #	Remit #
<input type="checkbox"/> Bond refunded	Officer Signature:		Date:
Other notes:			



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## FEES AND CHARGES (2023-2024):

Please note that the flat rate is maximum 5 hours.

Donnybrook Memorial Hall:			Balingup Hall:		
Both halls + kitchen	Flat rate	\$ 360.00	Both halls + kitchen	Flat rate	\$ 228.00
	Per hour	\$ 77.00		Per hour	\$ 59.00
Both halls only	Flat rate	\$ 262.00	Both halls only	Flat rate	\$ 201.00
	Per hour	\$ 71.00		Per hour	\$ 51.00
Main hall only	Flat rate	\$ 188.00	Main hall only	Flat rate	\$ 122.00
	Per hour	\$ 52.00		Per hour	\$ 35.00
				Stage Rehearsals (f/r)	\$ 36.00
Lesser hall + kitchen	Flat rate	\$ 106.00	Lesser hall + kitchen	Flat rate	\$ 159.00
	Per hour	\$ 35.00		Per hour	\$ 45.00
Lesser hall only	Flat rate	\$ 122.00	Lesser hall only	Flat rate	\$ 79.00
	Per hour	\$ 30.00		Per hour	\$ 23.00
Other Bookings:			Other Bookings:		
Kitchen only	Flat rate	\$ 122.00	Kitchen only	Flat rate	\$ 119.00
	Per hour	\$ 35.00		Per hour	\$ 35.00
			Meeting room	Flat rate	\$ 26.80
				Per hour	\$ 8.25
<b>Refundable Damage Bond:</b>		No Liquor - \$ 150.00	Liquor - \$ 300.00		

## Regular Community Use Subsidy:

Any individual, community groups, not for profit group or commercial organisation that hires a facility on an ongoing basis is entitled to hire the facilities at a subsidised rate of the standard hire charges. To be considered a regular user one of the following criteria must be met:

- Weekly hire – minimum 10 consecutive weeks – 60% subsidy
- Fortnightly hire – minimum of 10 consecutive fortnights – 55% subsidy
- Monthly hire – minimum of 10 consecutive months – 50% subsidy

## NOTE:

- If a facility is hired out for greater than 10 hours per booking, this represents full day hire (24-hour period) and is inclusive of set up and pack down time.
- Hirers are entitled to one (1) hour set up and clean up time.
- Hirers must pay a bond of \$150 or \$300 at the beginning of the hire booking which will be refunded upon the completion of the hire term as per this booking form provided the facilities are left by the hirer in the same state that they were provided.
- Hire of kitchen and bar facilities includes fixed items such as stoves, refrigeration, and dishwasher: removable items (if provided) such as kettles, urns, crockery, and cutlery.

## Conditions of Hire

- Any changes to bookings must be made in writing 14 days prior to the booking.
- Refunds:
  - If one or more booked dates is cancelled without arrangements to change the booking, a refund is not provided for the booking. To meet the subsidy requirements all 10 bookings must be paid.
  - The bond of \$150 or \$300 will be refunded upon the completion of this booking form. If a further booking is lodged the bond will be paid with each booking form.
- Invoicing:
  - Invoices will be issued at the beginning of the month for the previous months use, payment terms are strictly 14 days

