

# Hall Hire Application Form

Shire of Donnybrook Balingup Community Development – Events



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 Reserve, please contact the Shire for further details and to complete a Reserve Booking Form.

If your booking is considered a public event, you will be required to complete and submit an Event Application (and all associated documentation) in addition to this application form.

## APPLICANT DETAILS:

Organisation (if applicable):

Applicant Name:

Contact Email:

Contact Phone:

Postal Address:

Suburb / Townsite:

Postcode:

## BOOKING DETAILS:

Booking type:

Event Start Date:

Start Time:

Set Up Date(s):

Time(s):

Event End Date:

End Time:

Pack Down Date(s):

Time(s):

**Please indicate which Hall(s) and the associated facilities you would like to hire:**

Balingup Hall

Donnybrook Soldier's Memorial Hall

Main hall only

Lesser hall only

Both halls

Kitchen (+ hall)

Kitchen only

Total expected attendees:

*Estimations are accepted.*

Is alcohol being sold?

Yes

No

*If you said yes to the above, please ensure you have applied for the appropriate liquor license through the Department of Local Government, Sport and Cultural Industries (DLGSC). You will also need to discuss your event/booking further with the Shire Administration to confirm any other forms or documentation you may need to provide.*

## BANK ACCOUNT DETAILS:

*For bond returns & remittance advice.*

BSB (6 digits):

Account #:

Account Name:

Email Address:



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## DECLARATION & SUBMISSIONS

When lodging this form, please ensure that all required information and attachments have been provided. Failing to do so may result in delays to your application.

**Please be aware that by submitting this application, you will be required to pay a fee** per the current Annual Fees & Charges, which you can view on the Shire website at any time (see below). You will be contacted by the Shire for payment.

By signing below, you confirm that you have read, understood, and agree to abide by the Conditions of Hire, and that you 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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You can submit your completed form or contact the Shire via any of the following:



- Online:** Scan the QR code, or visit [www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au)
- Email:** [shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au)
- In Person:** 1 Bentley St, Donnybrook
- Phone:** (08) 9780 4200

*The Shire Administration Office is open from 8:30am to 4:00pm, Monday to Friday (closed on Public Holidays and where otherwise stated – notices of office closures are available online.)*

### OFFICE USE ONLY:

Fees Applicable: \$	Bond Applicable: \$
<input type="checkbox"/> Approval issued? <i>Date &amp; who by:</i>	
<input type="checkbox"/> Payment received? <i>Date &amp; who by:</i>	
<input type="checkbox"/> Bond refunded? <i>Date &amp; who by:</i>	
<input type="checkbox"/> Booked in hall calendar?	<input type="checkbox"/> Invoice requested (if required)
Synergy Ref:	Receipt #:
Invoice #:	Remit #:
Completed by:	
Signature:	Date:
Other notes:	