

# Shire of Mukinbudin

PO Box 67 MUKINBUDIN WA 6477 / Phone (08) 9047 1102 / Fax (08) 9047 1239 / Email: admin@mukinbudin.wa.gov.au

## FACILITY BOOKING FORM

### GENERAL DETAILS

HIRER: \_\_\_\_\_ BUSINESS / PRIVATE / CLUB (Please circle)  
CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_  
MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_

### BOOKING DETAILS

BOOKING TYPE (ie: Meeting / Workshop / Sporting Event): \_\_\_\_\_  
BOOKING DATE/S: \_\_\_\_\_ TIME: From: \_\_\_\_\_ To: \_\_\_\_\_  
EXPECTED ATTENDANCE: \_\_\_\_\_

### FACILITIES REQUIRED (Please tick the Facilities you wish to hire)

Function Room - Full (Max 150 people seated)  Kitchen - time required: \_\_\_\_\_

Bar Sales - time required: \_\_\_\_\_

#### Sporting Facilities

Sports Stadium -  Court 1

Bowling Greens -  Green 1

Football Oval  Hockey Field

### ADDITIONAL REQUIREMENTS (Please tick / state any additional requirements. Extra fees may be charged)

Seating  Cutlery  Bar Tab

Tables  Crockery

Projector Screen  Cups & Saucers

White Board (1 only)  Glasses

PA System  Sporting Equipment

Other: \_\_\_\_\_

### HIRE FEES (Unless otherwise arranged, an invoice will be sent to you at the billing address specified following your booking date)

1 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

2 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

3 \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

See reverse for Fees & Charges Schedule.

**Please Note:** Hirers can be held personally liable for damages arising from their own negligence when hosting a function, therefore they are advised to ensure that they have public liability coverage.

i) Upon acceptance of the hiring, the hirer undertakes to hold the Shire of Mukinbudin and the employees of the Shire of Mukinbudin indemnified against all claims which may be made against them for damages or otherwise in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the venues under the control of the Shire of Mukinbudin, and the property of the Shire of Mukinbudin during all periods whilst the venue is hired.

The Hirer agrees to leave the building in the condition in which it was found.

- ii) Hiring of the Shire Complex requires the hirer to ensure that music and such related noise is ceased at no later than 12.00am (midnight). Patrons are also required to vacate the premises by 1.00am.

**AGREEMENT TO HIRE:**

I/We agree to comply/abide in all respects with the conditions of hire for the above named facility. These conditions are now received and understood by Me/Us

Signature: \_\_\_\_\_

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### FEES & CHARGES SCHEDULE (GST Inclusive)

#### FACILITY HIRE

Non-Shire Based Business/Corporation/Government – Per Day	\$ 260.00
As above per hour	\$ 35.00
Shire Based Business/Corporation - Per Day	\$ 155.00
As above per hour	\$ 22.00
Community Group/Private – Per Day	\$ 125.00
As above per hour	\$ 15.50
Tennis/Basketball Courts – Per Hour	\$ 11.00

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### Function & Meeting Room Plans for Set up

Function Room Layout (please note this is not to scale)

