

COWARAMUP HALLS, RESERVES & RESIDENTS' ASSOCIATION INC

HIRE OF FACILITIES— BOOKING FORM

1. Hirer Details

HIRER NAME _____

CONTACT NAME _____

PHONE NUMBER _____

EMAIL _____

I am hiring this facility as an Individual / Business / Not For Profit (Circle which applies) for a Recurring Activity / Event / Community Sporting group(*).

COWARAMUP HALL DUGGAN PAVILION OTHER

Preferred Day(s) _____

Times: _____

(*) Sporting Fixtures to be attached.

The hirer has

- Provided a Covid19 Safety Plan (except Individuals)
- Will comply with appropriate social distancing and hygiene
- Will sign off on an attendance register that is completed with names/contact details and day & time
- Checked if Shire Approval is required
- Provided Alcohol Licence if alcohol is to be sold.
- Supplied proof of insurance if a regular user, Company, Business, Not for profit or holding an event expecting over 200 patrons
- Will pay for cleaning after their event if not left in a clean and tidy state.

Signed: _____

Date: _____

Please Indicate below what facilities you will be requiring

Cowaramup Hall

Hall/Bar/Stage/Dining Area Includes 1 table & 8 chairs	
Extra tables (to 25)	
Extra chairs (to 110)	
Kitchen	N/A
Crockery	N/A
Glassware	N/A
Fridge	N/A
Storage (only for recurring)	
Wheelchair Lift	
Audio Visual	

Duggan Pavilion

Hall/Bar Includes 1 table & 8 chairs	
Toilets	
Change Rooms	
Extra tables (to 20)	
Extra chairs (to 60)	
Kitchen	N/A
Crockery	N/A
Glassware	N/A
Fridge	N/A

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HIRE OF FACILITIES—HALL COSTS

	Hall in Either Pavilion or Hall	Kitchen	Bond	PAYMENT
Markets and/or displays—per day	\$50	\$20 (N/A)	Nil	
Small Regular Users—per hour	\$20	\$20 (N/A)	Nil	
Community Organisations—per day	\$50	\$20 (N/A)	Nil	
Local Community Sporting Groups	Free	Free(N/A)	Nil	
Large Commercial—per day	\$500	\$50 (N/A)	\$500	
Events (No Alcohol) - per night	\$150	\$50 (N/A)	\$200	
Events (Alcohol) - per night	\$150	\$50 (N/A)	\$500	
Weddings and Celebrations—per night	\$200	\$50 (N/A)	\$500	
Duggan Pavilion Toilets	Nil			
Duggan Pavilion Changerooms	Nil			
Crockery—Per Day	\$20		\$200	
Glassware—Per Day	\$20		\$200	
Storage—per week (1 only)	\$5			
Extra Chairs—Per Day	\$2			
Extra Tables—Per Day	\$5			
Audio Visual (Hall Only)	\$50		\$100	
Cleaning—\$30 per hour for any cleaning required				