

Shire of Cunderdin



Hirers Information

**ALL INFORMATION AND SPECIFICATIONS CONTAINED
HEREIN ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Hirers of the Cunderdin Town Hall, Meckering Town Hall or Cunderdin Amenities must read all of the information below before use so that they are fully aware of all terms and conditions of the Hire Agreement.

Booking the Venue

Rates to hire the venue are included at the end of this information. Rates provide use of the venue from 6.00am to midnight and include all charges for power. It does not include staff or equipment such as lighting and audio. Booking requests are to be made in writing using the Application for Hire form available from the Shire of Cunderdin.

Additional Equipment and Set Up

Additional requirements for lighting, audio and staging are the responsibility of the hirer. The hirer is responsible for setting up and providing necessary equipment and furniture.

Permits & Approvals

The hirer is responsible for ensuring that all appropriate permits and approvals have been obtained that are required for their event to ensure compliance with any relevant legislation or policy requirements. (eg. Occasional liquor licence).

Cancellations

Cancellations must be made by the hirer not less than 2 days prior to date of hire or deposit will be forfeited. (except in exceptional circumstances as determined by the Chief Executive Officer).

Access to Keys

The keys to the venue are to be collected by the hirer from the Shire of Cunderdin on the day of the event or if not a business day as close to the time of the event as possible. Office hours are 9.00am – 4.00pm Monday to Friday (excluding public holidays).

The keys are to be returned to the Shire of Cunderdin by 4.00pm on the next working day after the hire.

Chair and Table Hire

The chairs and tables are located at the depot. All chairs and tables must be signed out by staff at the depot upon collection and return. Chairs and Tables are not included in the hire of the venue. They are charged per item.

Seating Arrangements

Hirers are responsible for their own setting up and down of tables and chairs. All chairs and tables are to be neatly stacked in the storeroom after use. A minimum of 5 days notice is required if Council staff are required to transport additional chairs and tables to the hall. An hourly rate will be charged for this service.

Breakages

All breakages must be reported to the Shire Office. The cost to repair or replace the item (crockery, glasses, windows, tables, chairs etc.) will be deducted from the refundable bond, if the cost exceeds the bond paid, an invoice will be issued to the hirer.

Smoke Free Zone

All venues have been designated a “Smoke Free Zone” and hirers must enforce this rule.

Vacating the Venue

Upon conclusion of your event you are required to leave the venue in a clean and tidy condition. This includes, but is not limited to the following procedures:

- Remove all personal belongings, props and decorations associated with your event
- Remove all litter created as a result of your activities
- All fans and lights to be turned off upon departure
- All doors and windows to be locked upon departure

All venues are inspected prior to and after the function by Council staff.

Events	Day	Night	Day	Night
	Without Alcohol	With Alcohol	Without Alcohol	With Alcohol
Community Meetings, Flower Shows, Bazaars, Local Concerts, School Socials & Youth Groups	\$205.00 (Incl. Bond)	\$305.00 (Incl. Bond)	\$205.00 (Incl. Bond)	\$305.00 (Incl. Bond)
Cabarets, Socials, Dances, Balls & Weddings	\$225.00 (Incl. Bond)	\$325.00 (Incl. Bond)	\$300.00 (Incl. Bond)	\$400.00 (Incl. Bond)
Remembrance and Religious Services	No Hire Fee \$150 Hire Bond	No Hire Fee \$150 Hire Bond	No Hire Fee \$150 Hire Bond	No Hire Fee \$150 Hire Bond
Elections & Referendum	\$270.00	\$370.00	\$315.00	\$415.00

(Incl. Bond)

(Incl. Bond)

(Incl. Bond)

(Incl. Bond)

All Charges above include \$150 Hire Bond and GST

With the hire of the above facility it will become closed to the General Public.

Note 1: Rehearsals and decorating may take place free of charge up to 24 hours prior to the time hired unless facility is booked. Any other rehearsals are charged at the set rate.

Note 2: Hirers are responsible for setting up and cleaning. Excess cleaning is chargeable to the hirer.

Note 3: **The venue hire charge and bond are payable to the Shire of Cunderdin prior to the date of hire.**

The refund of bond monies will not be authorised until the keys are returned and the Shire has inspected the premises to ensure no damage has occurred as a result of the hirers use.