

Shire of Carnarvon

APPLICATION FORM

WOOLSHED (CIVIC CENTRE) HIRE



Terms and Conditions

Before proceeding with your booking request, please carefully review the following terms and conditions. You must understand and adhere to these terms and conditions. To confirm your booking, you must agree to comply with the conditions outlined below:

Reservation Confirmation:

- The Woolshed booking is confirmed only upon receipt of the required deposit.
- Final payment must be settled prior to the hire commencement date.

Use of Facilities:

- The Woolshed is to be used solely for the purpose specified in the booking form. Any additional use requires prior approval.
- The hirer is responsible for ensuring that all activities adhere to local laws and regulations.

Cancellation Policy:

- The Shire of Carnarvon reserve the right to cancel your hire at any given time with no notice in the event of an emergency, as the Woolshed is the Local Evacuation Centre.
- Cancellations will not incur a cancellation fee. Full refund will be provided to client.
- Changes to the reservation date are subject to availability and may incur additional charges.

Key Bond:

- A key bond of \$50 is required and will be refunded upon the return of the venue keys.

Overall Bond:

- An overall bond of \$660 is mandatory, intended to cover any damages or breach of the terms and conditions during the hire period. This bond must be paid in full via credit card.

Alcohol Policy:

- The Woolshed is an alcohol-free venue. If you are a business, corporation or community organisations and wish to serve alcohol, a liquor licence is required through Racing, Gaming and Liquor. Applications and terms and conditions for Occasional Liquor Licence can be found here: <https://www.dlgsc.wa.gov.au/department/publications/publication/occasional-liquor-licence-policy>. Permission to have sale of alcohol at the Woolshed must be obtained through a letter from the Shire of Carnarvon CEO, granted on the condition that a valid liquor licence is secured. To obtain rewritten permission, please email shire@carnarvon.wa.gov.au. Please note, liquor licences will not be granted for private functions such as birthdays, weddings etc.

Venue Restoration:

- The hirer is responsible for returning the Woolshed to its original condition. Additional cleaning charges may apply for excessive mess or damage.



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- This includes returning tables and chairs to the storeroom, cleaning the kitchen, and ensuring the Woolshed floors are left in the same condition as at the commencement of the hire.

Basic Hire Limitations:

- Please note that the Woolshed is a basic hire only, with no additional lighting or sound services available. The inclusion of projector, speaker and microphone is available on request.

Kitchen Hire:

- If hiring the kitchen within the Woolshed, it is a dry hire. The catering team must provide all necessary utensils and serving ware.

Noise and Disturbance:

- Amplified music and other noise levels must comply with local regulations.
- The hirer is responsible for minimising disturbance to neighbouring properties.

Access and Setup:

- Access to the Woolshed for setup and pack down will be provided during the agreed-upon times.
- The hirer is responsible for coordinating deliveries and removal of items promptly.

By proceeding with your booking request, you acknowledge and agree to comply with these terms and conditions.

Full Name	Date
Signature	

Fees and Charges

These fees and charges for 2024/2025 as set out by Council are subject to change and are accurate as of 1st July 2024. All fees include GST.

Fee Type	Not-for-Profit/ Community Fees	Private Hire Fees
Hourly Rate	\$67.00	\$102.00
Full Day Rate	\$417.00	\$587.00
Hourly Rate for Community Event <small>*This event must be free and accessible to the whole community*</small>	\$25.00	N/A
Full Day Rate for Community Event <small>*This event must be free and accessible to the whole community*</small>	\$121.00	N/A

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Application Form

Contact Details

Name of Organisation/ Business	
Organisation/ Business Type	
Contact Name	
Postal Address	
Phone Number	
Email Address	

Hire/ Event Details

Nature of Event (Wedding, Conference etc)	
Start date for hire (including set-up time)	
End date for hire (including pack-down time)	
Hours of Hire <small>*Please consider set-up and pack down time, if multiple day hire, please include start and finish times for each day*</small>	

Fees and Charges

This section is to be completed by the Shire of Carnarvon.

Hire Fees	\$
Bond Calculation	<input type="checkbox"/> \$660.00 (no Alcohol) <input type="checkbox"/> \$1500.00 (with Alcohol – on the provision of liquor licence)
Key Bond	\$50.00
Total Hire Fees	\$

Applicants Signature

Full Name	Date
Signature	

Application Submission

All applications are to be processed through the Carnarvon Visitor Centre at 21 Robinson Street or by emailing your application to info@carnarvon.org.au.

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CREDIT CARD AUTORIZATION FORM – BOND

By providing your credit card details, you authorise us to hold your card on file for bond purposes. The bond will be processed immediately after the hire period concludes, provided no damage has occurred. Your credit card information will be destroyed once the transaction is complete.

CONTACT DETAILS

BUSINESS NAME

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CONTACT NAME

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EMAIL

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TELEPHONE

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PAYMENT DETAILS

Name:

Amount:

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Card Number:

Expiry Date:

CCV:

SIGNATURE

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