

## APPLICATION FORM

### WOOLSHED (CIVIC CENTRE) KITCHEN 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 Kitchen Hire (only) 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 Kitchen Hire (only) 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. Alcohol is not permitted on site for a Woolshed Kitchen Hire (only).

### Kitchen Hire:

- The hirer is responsible for returning the Woolshed Kitchen to its original condition. This includes thoroughly cleaning benchtops and floors, removal of all food from fridges and freezers. Additional cleaning charges may apply for excessive mess or damage.
- The Woolshed Kitchen is a dry hire. The catering team must provide all necessary utensils and serving ware.

Shire of Carnarvon

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#### Access and Setup:

- Access to the Woolshed Kitchen (only) 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 1<sup>st</sup> July 2024. All fees include GST.

Fee Type	Fees
Hourly Rate	\$36.00
Full Day Rate (up to 8 hours)	\$156.00

Shire of Carnarvon

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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 (Catering for wedding, event)	
Start date for hire (including set-up time)	
End date for hire (including pack-down time)	
Hours of Hire *Please consider set-up and pack down time, if multiple day hire, please include start and finish times for each day*	

### Fees and Charges

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

Hire Fees	\$
Bond Calculation	<input type="checkbox"/> \$660.00
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](mailto:info@carnarvon.org.au).