

## Facility and Equipment Hire Information

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Thank you for considering The Shire of Nannup Venues and Facilities. We do our best to facilitate a positive experience for users of our community venue users. Please see below to understand more about out the possibilities & limitations of use.

Terms and conditions for the hire of facilities and equipment are included in this application and must be signed on submission of the form. If you wish to book multiple facilities, you will require one form per booking apart from regular/seasonal bookings.

The majority of Shire managed facilities have current Public Building Certificates of Approval, which means they have been approved for specific uses and numbers of people. Please be aware that events outside of these requirements may require further approval, subject to advice from the Shire.

If you are hiring a Shire Facility for a public event, you may need to complete an 'Event Application Form'. To determine if your event will require approval from the Shire please complete the checklist below. If any of these are applicable, please contact the Shire to confirm whether an Event Application is required.

- ☐ **The venue is being used for a public event**
- ☐ **Attendance is to be 250 participants or more people**
- ☐ **A venue is being used for something other than its intended regular purpose**
- ☐ **Traffic Management Plan &/or road closure is required**
- ☐ **Carpark access needs to be blocked**
- ☐ **Marquees, tents, or temporary structures will be erected**
- ☐ **The event is advertised**
- ☐ **Portable toilets are proposed**
- ☐ **Entertainment equipment is proposed (e.g. bouncy castle, amusement rides)**
- ☐ **Temporary lighting is proposed/required**
- ☐ **Food will be sold &/or alcohol will be provided**
- ☐ **A film screening or use of stage curtains**

# Facility and Equipment Hire Form

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## Section A: Applicant Details

Organisation / Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Second Contact: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Are you the contact during the event? ☐ Yes ☐ No

If No, provide contact details:

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Are you the contact for payments? ☐ Yes ☐ No  
See Creditors Form (Last Page)

## Section B: Booking Details

Venue Name: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Dates of Hire: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Seasonal Booking? ☐ Yes ☐ No

If Yes, complete calendar towards the end of this document.

## Section C: Equipment Hire

☐ Plastic Trestle Tables Qty: \_\_\_\_\_

☐ Plastic Chairs Qty: \_\_\_\_\_

☐ PA Equipment

Collection Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

Return Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

## Section D: Alcohol & Food

Will alcohol be consumed? ☐ Yes ☐ No

If Yes, complete Liquor Permit form.

Will alcohol be sold/served? ☐ Yes ☐ No

If Yes, attach Liquor Licence.

Will food be sold? ☐ Yes ☐ No

If Yes, attach Food Business Certificate or Temporary Food Stall Application.

## Section E: Payment & Bond

Payment Method: ☐ Cash ☐ Card ☐ Cheque

Description: Facility Hire – (Your Business Name)

Bond Required: \$200 per hiring organisation to be held in trust.

Payment can be made via EFT in person or via phone, or by invoice.

## Section F: Declaration

I/We agree to comply with all conditions of hire and indemnify the Shire against any claims arising from this booking.

Applicant Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Section G: Terms and Conditions of Hire

This section outlines the responsibilities of the Hirer and the conditions under which Shire of Nannup facilities and equipment may be hired.

### 1. Bookings and Payments

- All bookings must be made using the official Facility and Equipment Hire Form.
- Bookings are not confirmed until full payment and bond (if applicable) are received.
- The Shire reserves the right to cancel any booking if payment is not received by the due date.

### 2. Hire Period

- The hire period includes time for setup and pack-down. Additional time used will be charged accordingly.
- All functions must conclude by midnight unless otherwise approved.

### 3. Bonds

- A bond may be required depending on the nature of the event and risk assessment.
- Bonds will be refunded after a satisfactory post-event inspection.
- Deductions may be made for damage, cleaning, or late key return.

### 4. Cancellations

- Cancellations must be made in writing.

### 5. Insurance

- Regular or seasonal hirers must provide a current Public Liability Insurance Certificate (minimum \$10 million).
- One-off hirers may be required to obtain insurance depending on the event.

## **6. Alcohol and Food**

- Alcohol consumption requires prior approval and may require a Liquor Licence.
- Food sales require a Temporary Food Stall Permit or Food Business Certificate.

## **7. Cleaning and Waste**

- The facility must be left clean and tidy.
- All rubbish must be removed or placed in designated bins.
- Additional cleaning fees may apply if the facility is not left in a satisfactory condition.

## **8. Keys and Access**

- Keys must be collected during business hours and returned by midday the next business day.
- A fee may apply for late key return.

## **9. Conduct and Supervision**

- The Hirer is responsible for the conduct of all attendees.
- Children must be supervised at all times.
- Noise must be kept within acceptable limits.

## **10. Prohibited Items**

- No adhesives, nails, or screws are to be used on walls or surfaces.
- Fireworks, confetti, and smoke machines are not permitted without prior approval.

## **11. Indemnity**

- The Hirer agrees to indemnify the Shire of Nannup against any claims, damages, or losses arising from the hire or use of the facility.

# Emergency Numbers

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<b>Emergency Phone Numbers</b>	<b>Contact</b>
All Emergencies - Ambulance/Fire Brigade/Police	000
Nannup Shire Office	(08) 9756 1018
Nannup Hospital	(08) 9756 3800
Nannup Police Station	(08) 9756 3555
Water Corporation	13 13 75

## Emergency Procedures

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### Evacuation

1. Remain Calm
2. Attract the attention of people in the immediate area and direct them to the nearest exit
3. Ask people to quietly and calmly leave the facility to the car parks
4. Delegate others to assist with getting people to a safe area (car parks)
5. Ensure everyone is evacuated, including yourself
6. Notify the appropriate authority and provide the following:

DETAILS	ANSWERS
Your Name	
Your Location with nearest crossroad or landmark	
Nature of the Emergency	POLICE – FIRE – AMBULANCE
Notify the Shire of Nannup	0897561018

### Fire

1. Ensure Fire Brigade has been alerted
2. Follow Evacuation Procedure
3. Close Doors and Windows- If Possible

# Inspection Report

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Organisation/Applicant: \_\_\_\_\_

Facility: \_\_\_\_\_

Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_

Inspection Report	Tick if Satisfactory
Function Room/s	
Table & chairs stacked and returned to storage	
Lights & Heaters Turned 'OFF'	
Floors/Swept/Mopped	
Kitchen & Bar	
Taps Turned 'OFF' Clean	
Crockery & Cutlery washed, dried and put away Sink/ Benches/Cupboard doors wiped down Stove wiped and cleaned	
Fridges wiped over inside and out and left on. Rubbish bins emptied	
Floors swept and mopped	
Toilets left tidy	
Details of other damage:	

Bond to be refunded: YES ☐ NO ☐

Venue Inspected by:

Date:

Financial Year Planner: July 2025 - June 2026

July 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

August 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

September 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

October 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

December 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31				

January 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

February 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	

March 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

April 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

May 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

June 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					



# CREDITOR FORM



15 Adam Street  
PO Box 11  
NANNUP WA 6275

Phone: (08) 9756 1018  
Email: nannup@nannup.wa.gov.au

**Use this form to receive payment or update information**

**CREDITOR/SUPPLIER DETAILS:**      **NEW** ☐      **UPDATE** ☐

First Name		Surname	
Business Name			
Trading Name			
ABN (if applicable)		Registered for GST?	
Street Address			
Postal Address			
Enquiries Contact Person			
Telephone Number		Mobile Number	
Email Address			

## BANK DETAILS

Name of Account			
Name of Bank			
BSB		Account Number	
Remit Email Address			

Authorised signatories name printed: .....

Signature: .....

Date : .....

## OFFICE USE ONLY – Finance Officer to complete

CREDITOR		Date	
Officers Name		Officer's initials	
Checked By	Finance Coordinator	ECM No.	
Approved		Date	