

Casual Facility Hire Application Form

1) Application to be submitted a minimum of 7 days prior to the date of the booking			
Application Date			
2) Applicant Details			
Company or Club Name			
ABN (if applicable)		Not for profit organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Applicant Name(s)			
Postal Address			
Email Address			
Telephone	(mob)		(Bus hours)
3) Venue Details			
Venues			
House on the Hill Dance Studio		Weipa Storm Surge Shelter Court	
Weipa Storm Surge Shelter Small Meeting room (includes kitchen)		Weipa Storm Surge Shelter Main Meeting room (Full AV equipped and kitchen)	
Kumrumja Centre Level 1 -(building, park, toilets chairs and tables)		Kumrumja Centre Level 2 - (includes level 1 + Bluetooth internal speakers and kitchenette)	
Kumrumja Centre Level 3 - (includes level 2 and AV Equipment Room access (induction required))			
Ovals			
Andoom Oval Sports Fields North / South		Andoom Oval Special Events Ground/ Stage	
Andoom Oval Canteen		Cricket Oval	
Weipa Aquatic Sports Precinct			
Indoor Sports Court		Aquatic Centre number of lanes	
Indoor Sports Court Equipment Hire		Aquatic Centre whole facility	
Squash Court			
Tennis Court			
Facility Specific Equipment			
Silent Disco (20) (WTA Facility hire required)		Aquatic Centre Large Inflatable	
Mini Golf (9) (WTA Facility hire required)		Aquatic Centre Small Inflatable x 2	
Land Inflatables (4) (WTA Facility hire required)		Aquatic Centre Small Inflatable x 1	

4) Booking Details

Date Required		Times Required	
Purpose of booking			
Event type	Commercial (tickets and/or products services sold) <input type="checkbox"/> Private Function (invitation only) <input type="checkbox"/> Social/Community event (open to public not for profit) <input type="checkbox"/> NB: a special event permit may be required		
No of people attending. If more than 100, additional cleaning, bins or security may be required.			
Will alcohol be consumed at this event? (A wet area permit may be required.)			
Will food be provided or sold? (A food licence may be required.)			
Will alcohol be sold? (A liquor licence and Security may be required.)			

5) Additional requests or details

6) Terms and Conditions

1. This is an application only. Confirmation of booking will be provided in writing to the applicant. Additional terms and conditions may be advised in the booking confirmation.
2. Fees are as per the current Weipa Town Authority Fee Schedule.
3. Cancellations / amendments need to be provided in writing at least 7 days prior to occurrence, otherwise fees will be charged as per the original booking.
4. Casual hire is to be invoiced and paid in advance.
5. It is the responsibility of the applicant to obtain all necessary authorisations (approvals, licence, permits) required for the duration of the hire. All permits and approvals must be obtained prior to confirmation of booking.
6. Public Liability Insurance and hire of 1 qualified Lifeguard per 100 pax is required for exclusive use of swimming pool.
7. If keys are issued for the use of a facility, you acknowledge that a fee of \$150 will be payable to the WTA should the key be lost or is not returned. Keys are due to be returned within 2 business days on conclusion of booking.
8. Any damage to the facility is the responsibility of the applicant. Applicant will be charged costs of repair or replacement as determined by the Weipa Town Authority. The facility is to be thoroughly cleaned at the conclusion of the event. The Weipa Town Authority will on charge the costs of any cleaning required to the applicant.
9. Items are not to be stored or left at the facility unless approved by WTA in writing.
10. Weipa Town Authority will not be held accountable for any damage or loss of items.
11. You release and indemnify Weipa Town Authority from all claims, actions losses, demands, damages and expenses for which the Weipa Town Authority shall or may become liable or suffer arising out of or in connection with the hire of the venue by the applicant. It is the responsibility of the applicant to obtain and maintain insurance against such liability for the duration of the hire.

7) Declaration

I agree that I have read the Weipa Town Authority's Terms and Conditions of Hire and agree to abide by these and be responsible for payment of all fees and charges associated with this hire. I agree to ensure that appropriate liability and other insurances are in place for the activities to be conducted.

Applicant Name			
Signature		Date	

If you would like your community event listed on the Weipa Town Authority website, please use the Submit an Event button on our Community Events Calendar - [Community Events Calendar – Weipa Town Authority](#)

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