



CORRIGIN RECREATION & EVENTS CENTRE BOOKING APPLICATION FORM

Please complete all sections of this form and return to the Shire of Corrigin for determination of hire costs and CEO approval (see conditions of hire)

A - HIRER DETAILS

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other

Last Name: Given Name/s :

Organisation Name :

Residential Address :

Postcode : Phone No : E-Mail :

B - FUNCTION DETAILS: AREAS OF USE

North Wing		Function Area		South Wing		Sports Hall	
Change Room 1	☐	Kitchen	☐	Change Room 3	☐	Basketball	☐
Change Room 2	☐	Bar	☐	Change Room 4	☐	Netball	☐
Meeting Room 1	☐	Function Area	☐	Meeting Room 2	☐	Badminton	☐
Umpire / 1st Aid Room	☐		☐	Squash Courts	☐	Volleyball	☐

	Date	Start Time	Finish Time (1am max inc clean)
Setup:			
Function Time:			
Pack Down / Cleanup:			
Vacate:			

Please provide the names of 3 contacts who will be present on the day and be able to communicate with Council staff, if required

Name:		Contact Details:	
Name:		Contact Details:	
Name:		Contact Details:	

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C - FUNCTION DETAILS: TYPE OF FUNCTION

Number of people attending (approximate):

Type of Function							
Birthday: Age -----	☐	Meeting / Seminar	☐	Wedding	☐	Presentation Night	☐
Markets	☐	Recreation	☐	Service / Wake	☐	Commercial Activ.	☐
Fundraiser	☐	Function Area	☐	Dinner	☐		
Other	☐	Specify:					

D - FUNCTION DETAILS: FOOD AND ALCOHOL

#	Checklist Question	Y	N
1	Will the applicant (or anyone on their behalf) be providing food or drinks at the function? If yes, please answer Q4, Q5 and Q6.		
2	Will the applicant (or anyone on their behalf) be selling food or drinks at the function? If yes, please answer Q4, Q5 and Q6.		
3	Will any food and /or alcohol be provided as part of a Fee Charge for entry to the function? If yes, please answer Q4, Q5 and Q6		
4	Does the application have a current Food Act Registration with the Shire of Corrigin?		
5	Does the application have a current Food Act Registration with another Council? if yes, please provide a copy as part of the application		
6	Will the function be catered for by a registered catering food business? Food Business / Trading Name: Food Act Registering Council: Contact Person: Phone: Email:		
7	Will alcohol be provided at the event / function?		
8	Will alcohol be available for sale?		
9	Will people attending the function be bringing BYO food?		

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D - FUNCTION DETAILS: FOOD AND ALCOHOL

#	Checklist Question	Y	N
10	Will people attending the function be bringing BYO alcohol?		
11	Do you need some information about safe handling of food?		
12	Do you or any/or other users within your group require an induction on the use of the kitchen a appliances? *fees may apply		

E - FUNCTION AREA REQUIREMENTS AND USAGE

#	Checklist Question	Y	N
1	Will the applicant be setting up a stage?		
2	How many banquet tables do you require?		
3	How many trestles do you require?		
4	How many chairs to you require?		
5	Do you require a lectern?		
6	Do you require a microphone?		
7	Do you require a PA / Music System?		
8	Do you require a projector screen?		
9	Will you be providing any of the below at your function? Band ☐ DJ ☐ Sound / Lighting ☐ Stalls ☐ Photo Booth ☐ Roving Entertainers ☐ Other		

F - PAYMENT

#	Checklist Question	Y	N
1	Fees & Charges associated with this booking must be invoiced to the Business / Club / Group.		
2	Fees & Charges will be paid in advance, as per the Hirers Terms & Conditions		

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G - DECLARATION

Signed on behalf of the Hirer;

I confirm that:

- All the information provided on this form is true and correct.
- I have received, read and understood the full Hirer's Terms and Conditions. Where the Hirer is a company or incorporated association, I am authorized by the Hirer to complete the Application form on the Hirer's behalf.
- I am personally responsible for ensuring that the Hirer complies with these conditions, and if the Hirer breaches any of these conditions, I will be personally responsible for ensuring that the Hirer remedies any such breaches, including any damage to the Facility.
- That the booking is tentative until confirmed by the Shire of Corrigin in writing
- Payment of the prescribed hire charges must be paid in full prior to the use of the facility. Keys will not be released unless payment is made. Post-payment arrangements will only be considered on a case-by-case basis and must be approved by the DCEO or CEO. Cancellations of bookings must be in writing to the Shire. Cancellations made less than 24 hours prior to the booking will incur the full hire fee.
- The Hirer shall be responsible for the first \$1,000 of damage (insurance excess) and additional charges for any extra or excessive cleaning required by the Shire will be imposed.

Signature:

Date:

Name:

Personal information collected on this form will be managed in accordance with the *Privacy and Responsible Sharing Act 2024*, and the Shire of Corrigin Privacy Policy. Any information will only be disclosed for authorised purposes or as required by law.

OFFICE USE ONLY

	Y	N
Function deemed suitable for the CREC and its capacity?		
Has liquor approval been received by the Shire?		
Food Act Registration appropriate for activity?		
EHO advised and appropriate action commenced?		
Booking recommended		
Booking confirmed		
Payment to be invoiced authorised		