



Town of Cottesloe

Application for Hall Hire Form

LESSER HALL

WAR MEMORIAL HALL

Applicants Details (please print clearly)

Name of applicant:	
Hiring Organisation:	
Address of applicant:	
Postcode:	
Email:	
Phone (H):	Phone (M):

Event Details (if there is not enough space please use an additional sheet)

Type of Function:	Number attending:
Date from:	Date to:
Start time:	Finish time:

Payment Details

Total number of hours	_____	(minimum 2 hours)
Hall hire (inc. GST)	\$ _____	
Key deposit – Lesser Hall Only	\$ _____	
Piano hire (inc. GST)	\$ _____	
Hall bond	\$ _____	Bond # _____
Piano bond	\$ _____	(Office use only)
SUBTOTAL	\$ _____	
TOTAL	\$ _____	Receipt # _____
		(Office use only)

- Payment must accompany your application form to secure your booking. **No tentative bookings can be made.**
- **All booking cancellations to be notified in writing at least 30 days prior to day of use**, or initial booking fee will apply.
- After the date of the hire, a refund of the bond needs to be requested in writing to the Town of Cottesloe. The hirer is responsible for maintaining the conditions of the hall and any equipment for the duration of the booking. **The bond will be refunded by cheque via post only if the conditions of hire are met.**
- The Lesser Hall key deposit (\$40.00) will be refunded once the key is returned to the Town of Cottesloe reception. Please note it is forbidden to duplicate keys to the Lesser Hall. The keys always remain the responsibility of the hirer.
- Please note that **vehicles are not permitted within the grounds**. Failure to adhere to Council Policy may result in a parking infringement being issued. As parking in the Cottesloe area is at a premium, no special arrangements can be made.
- I have read and agree to abide by all relevant conditions of the hire for the Lesser and/or War Memorial Hall. Hire fees are to be paid with this application.

I have read and agree to abide by all relevant conditions:	Signed:	Date:
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Town of Cottesloe

ABN 19 824 630 520

109 Broome Street, COTTESLOE WA 6011

Phone: 9285 5000 Fax: 9285 5001 Email: council@cottesloe.wa.gov.au

Lesser Hall and War Memorial Hall Conditions of Use

Please note that smoking is not permitted in the Civic Centre Grounds

Bookings

- All catered functions can be booked through Beaumonde Catering (08) 9377 2947.
- Payment, including bond, must accompany your application form to secure your booking. **No tentative bookings can be made.**
- Payment should be made to the Town of Cottesloe, 109 Broome Street, COTTESLOE WA 6011. If paying in person, the cashier is open from 8:30am to 4:30pm, Monday to Friday.
- The giving of bond does not release the hirer from liability for the cost of cleaning, making good any damage or replacing the keys in excess of the amount of the bond.
- After the date of the hire, a refund of the bond needs to be requested in writing to the Town of Cottesloe. The hirer is responsible for maintaining the conditions of the hall and any equipment for the duration of the booking. The bond will be refunded by cheque via post only if the conditions of hire are met.
- All booking cancellations to be notified in writing at least 30 days prior to day of use, or initial booking fee will apply.
- The Town of Cottesloe reserves the right to permit other events and activities to occur in any part of the Civic Centre at the same time as your event.

Grounds

- Please note that vehicles are not permitted within the grounds. Failure to adhere to Council policy may result in a parking infringement being issued. As parking in the Cottesloe area is at a premium, there can be no special arrangements made. Parking is available in Napier Street and Broome Street.
- No alcohol may be purchased, sold or consumed within the Civic Centre Grounds.

Hall

- No internal or external decorations are to be erected without prior approval from Council. The driving of nails, tack, screws etc into the walls or woodwork or the use of adhesive tape is forbidden.
- At the completion of your function, the halls must be:
 - cleared of any equipment (No responsibility is taken for equipment left in the hall);
 - cleared of all rubbish. Please use the bins provided.
 - cleaned and left in a tidy condition, ready for the next user group. Please sweep the floor but do not wax the polished floor board as it will have a damaging effect.
- All windows and doors must be locked; lights, heaters and fans need to be turned off on departure.
- **Under no circumstance is the cleaning of the hall to be left to the following day.**

Lesser Hall ONLY

- There are approximately 3 trestles and 70 chairs in the hall storeroom for your use free of charge. Trestles and chairs must not be dragged across the floor as this will damage the floorboards. After use, please wipe clean the trestles and chairs and return them to their respective storage areas.
- Security lights have been installed outside the Lesser Hall for your safety, and switch on and off automatically.

Noise

- It is the responsibility of the hirer to prevent noise disturbances from within the hall that may be to the detriment of nearby residents.
- It is the responsibility of the hirer to comply with noise regulations for the use of music at private functions. If noise can be heard at a residence after 10pm it is considered unreasonable.
- In the event of an emergency the hirer is responsible for the safe evacuation of all users of the hall.



Available Parking

Available Parking

NAPIER ST

Available Parking

Available Parking

NO Vehicles Inside Gates

SUNKEN LAWN

MAIN LAWN STAGE

LOWER LAWN

Available Parking

NO ACCESS TO CIVIC CENTRE

MAIN LAWN

TWO PALMS

ROTUNDA

Available Parking

PLAYGROUND 2

PLAYGROUND 1

WARNHAM RD

PEDESTRIAN ACCESS TO CIVIC CENTRE

BROOMIE ST