



## **PART 6: FEES AND CHARGES**

To determine the fees and charges related to your activity/activities – please contact the staff at the Mullewa District Office, by telephone (08) 9956 6643 or email [adminmullewa@cgg.wa.gov.au](mailto:adminmullewa@cgg.wa.gov.au).

## **PART 7: ALCOHOL**

Will Alcohol be consumed?  Yes  No

Will Alcohol be sold?  Yes  No

### Please Note:

If Alcohol is to be consumed at the event/function, the hirer is required to liaise with the Officer-In-Charge at the Mullewa Police Station. The hirer is to obtain sign-off from the Police, this is just to confirm they are aware to the event.

## **POLICE OFFICER'S SIGNATURE**

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

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

If alcohol is to be for sale, or supplied, the hirer will also need to apply for an Occasional Liquor Licence from the Geraldton Courthouse.

A copy of the permit is to be provided to the Mullewa District Office, prior to the collection of the keys.

## **PART 8: TERMS AND CONDITIONS**

I/we will indemnify the City of Greater Geraldton against all actions, claims, costs and demands arising out of or in connection with the use of the premises.

The premises are to be left clean and free of all items and equipment of the hirer. Any items or equipment other than the City's property, left behind at the venue will be disposed of.

Functions using the premises beyond 11pm – unless otherwise notified, the Hirer is required to vacate the premises by 12 noon the following day.

## **PART 9: DECLARATION**

I/we have read, understood and agree to abide by the Conditions of Hire attached to this application.

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

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

## OFFICE USE

### ADDITIONAL ITEMS *Customer Service Officer to cover with the Hirer*

ITEMS	HIRER	CSO
<input type="checkbox"/> Cleaning: <i>clear floor and wipe down benches (mops, brooms etc, are supplied)</i>		
<input type="checkbox"/> Cleaning: <i>clean and wipe down table and chairs</i>		
<input type="checkbox"/> Doors: <i>make sure all doors are locked</i>		
<input type="checkbox"/> Remove all Rubbish: <i>place in outside bins</i>		
<input type="checkbox"/> Table and Chairs: <i>stacked as before</i>		

### FEES AND CHARGES

- Venue Hire \$ \_\_\_\_\_
- Bond \$ \_\_\_\_\_
- Equipment Hire \$ \_\_\_\_\_
- TOTAL** \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date Paid: \_\_\_\_\_

### CUSTOMER SERVICE SIGN-OFF

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

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

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