

Booking Confirmation
 ID:

**Shire of East Pilbara
 Facility Hire Application Form**
Please allow up to 72 hours for processing

Applicant & Billing Details:						
Organisation:				ABN:		
Organisation Type:	Community (not for profit)			Commercial / Private (profit)		
Contact Name:						
Address:			Suburb:			
Phone:			Email:			
				Post Code:		

Event Details:		
	Yes	No
Is this a Public Event? <i>(Permit will be required)</i>		
Will alcohol or food be consumed? <i>(Permits will be required)</i>		
Is a copy of your Public Liability attached?		
Is this a Junior Activity <i>(4-16yrs)</i> based in the SoEP?		
Event Name:		
	Attendees:	
Purpose of booking <i>(please give details)</i>		

Days and times required:			
Day of week	Date range:	Start time	Finish time

East Pilbara Arts Centre	Newman House Function Room *	Town Square	Visitor Centre	Youth Precinct	Newman Community Hall
<input type="checkbox"/> Meeting Room/Kitchen	<input type="checkbox"/> Small Function Room	<input type="checkbox"/> Outdoor Cinema	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Community Room	<input type="checkbox"/> Entire Hall
<input type="checkbox"/> Void (Outdoor Area)	<input type="checkbox"/> Large Function Room	<input type="checkbox"/> Pop Up Shop A	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Early Years Centre	
	<input type="checkbox"/> Both Function Rooms	<input type="checkbox"/> Pop Up Shop B	Marble Bar	Nullagine	
		<input type="checkbox"/> Grassed Area Only	<input type="checkbox"/> Civic Centre	<input type="checkbox"/> Gallop Hall	

Lighting: <i>please select one below</i>				
Day of week	Date range:	Start time	Finish time	Training or Competition

Bond Refund:	<i>Bonds that are returned via EFT please complete this section and supply bank statement showing BSB and account number.</i>		
Account Name:			
BSB:		Account Number:	

Hirer's Declaration:	
<p>I/we agree:</p> <ul style="list-style-type: none"> • that I/we have read and understood the Shire of East Pilbara's 'Terms and Conditions of Hire' • that appropriate liability and other insurances are in place for activities conducted. • that we are responsible for payment of bond and all fees/charges associated with this hire including any costs incurred due to breakage, damage or not leaving premises in a clean and tidy condition. 	
Name of Applicant (print):	
Signature:	Date:

Office Use Only	
Date Processed:	Booking Confirmation ID:
Bond amount required:	Bond reference:
Invoice / Journal sent to Finance	
Staff Member:	
Date:	