

# Bridgetown Showground - Venue Hire Application

## Applicant/Organisation details

Name	
Organisation name	
Address	
Suburb	Postcode
Phone	Mobile
Email	
Organisation status: Commercial <input type="checkbox"/> Private <input type="checkbox"/> Not For profit <input type="checkbox"/>	

*I confirm that above contact details is contact person on date of hire: Yes*

*No*

*If not, please provide contact details of organiser on the day:*

*Name*

*Address*

*Tel*

*Email*

## Event/Booking details

Type of event:

Name of event:

Time and date of event:

Date & time required (set up and pack down):

Check in time/date:

Check out time/date:

## Insurance/licencing details

I have current Public Liability Insurance Certificate Yes  No

If yes, attach copy

**Select facilities you require:**

**Please circle or highlight what you would like to hire**

Note: \*All hire includes electricity costs plus access to ablution block (showers, toilets including a disabled toilet)

**Functions prohibited: No under 25 year old parties including 18<sup>th</sup> or 21<sup>st</sup>**

	Cost	Bond/Deposit	Total amount: please fill in
Whole Showgrounds	Day/evening \$800	\$500	
Junior Farmers Hall – Includes aircon/heating, commercial kitchen (fridge, freezer, oven trays, microwave, urn, cutlery, crockery), 70 chairs, 13 tables	Day \$175 Day/evening \$225	\$300	
Junior Farmers Hall – <b>meeting only</b> 70 chairs, 13 tables, aircon/heating (no use of kitchen) *Only disabled toilet is opened up in ablution block	\$100	\$100	
Open Shed	Day \$90 Day/evening \$100	\$300	
Rowan Hall	Day \$95 Day/evening \$110	\$300	
Centenary Hall	Day/evening \$400	\$300	
13 x tables and 70 x chairs can be hired from Junior Farmers Hall	\$50	Included in hall hire bond	
Outside lighting – please tick			

**Payment:**

Pay deposit/bond to confirm your booking within 2 weeks after Bridgetown Agricultural Society has confirmed in writing otherwise booking maybe forfeited.

*We will issue an invoice for fee once bond/deposit is received - receipt given when paid*

Fee – must be paid no less than 2 weeks before event otherwise booking maybe forfeited

Bank details: Use surname/organisation as a reference

Bridgetown Agricultural Society Inc.

Westpac BSB: 036 121 Account: 190052

## Refund details for bond

Please give your bank details for bond return (see terms and conditions). This will be made electronically.

Name:
BSB:
Account number:

## Access to Venue

Keys from Bridgetown Newsagency during business hours – *need to show receipt that have paid bond and fee hire*

M – F: 7.30am til 5pm; Sat – 7.30am til 12.30pm; Sun – 8am til 12pm

16 Steere St, Bridgetown

Ph: (08) 9761 1001.

Key holder name:
Expected date to be picked up Note: If this is earlier than time of venue hire, availability will need to be checked and an extra fee may be incurred
Expected date for key to be dropped off. If this is later than time of venue hire, then an extra fee may be incurred

## Declaration

I am over 18 years of age and agree that the above information is true and correct and booking is tentative until deposit/bond is paid and confirmed in writing by the Bridgetown Agricultural Society. I have also read and agree to all the terms and conditions.
Name:
Date:
Signature:
Please return completed form to: Post: Bridgetown Agricultural Society. PO BOX 17. Bridgetown. WA. 6255 Email: <a href="mailto:info@bridgetownshow.com.au">info@bridgetownshow.com.au</a> In person: Bridgetown Newsagency. 16 Steere Street.

## Terms and Conditions of Hire

1. Application form needs to be completed. Bridgetown Agricultural Society needs to confirm in writing and fees need to be paid at least 2 weeks prior.
2. No dogs allowed on Showgrounds
3. No smoking in buildings. Cigarette butts to be disposed of.
4. Person/organisation hiring is responsible for all persons at event and will be liable for any damage on grounds or in buildings, plus loss of keys. This is to be reported to the Society immediately.
5. Bond will be returned if: CHECK LIST
  - All heating/air conditioners are switched off
  - Tables and chairs returned to original position/building
  - All cooking equipment washed and put away
  - NOTE: Bring your own tea towels as not supplied
  - All food benches, refrigerators, appliances are clean and free from food waste including crumbs
  - All additional items belonging to hirer are removed from venue – includes food, drinks, equipment
  - All decorations have been removed – including balloons, tape, adhesives, streamers etc
  - All floors swept and kitchen floor mopped
  - Toilets left in reasonable state and tidied of excess rubbish
  - All rubbish has been placed in external rubbish bins to capacity only, otherwise removed from premises
  - All lights are off
  - All doors locked and secured
  - No damage incurred
  - Keys picked up and returned on time
6. Hirer must make themselves aware of emergency details – in all halls by door
7. Out of Hours: Out of hours call out for access/hire of equipment may incur an additional fee of \$50 per call out. There is no guarantee this service will be available on request.
8. Refunds made on an individual basis at the discretion of the Committee
9. Please note that the *Showground Oval is an emergency helicopter landing area* and this will take precedence over all events with no exceptions unless prior arrangements made with emergency services for the helicopter
10. Parking can be anywhere on the grounds
11. Contacts: All committee members are volunteers.  
Secretary: Corinne Rule 0437 602 836 [info@bridgetownshow.com.au](mailto:info@bridgetownshow.com.au)  
Treasurer: Leigh Carroll [accounts@bridgetownshow.com.au](mailto:accounts@bridgetownshow.com.au)  
Electrical: Adrian Elder 0429 611 283  
President: Roger Gutteridge 0438 855 331

## OFFICE USE ONLY

- Booking confirmed in writing – email
- Form including terms and conditions signed by hirer
- Bond received
- Invoice sent out
- Payment received
- Calendar in Newsagency updated
- Event circulated to committee