

Bridgetown Showground - Venue Hire Application 2025-2026

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:

<i>Name</i>
<i>Address</i>
<i>Tel</i>
<i>Email</i>

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.
If you have ticked NO – please read the following and tick that you have read the following information about third party insurance:
Please note that Bridgetown Agricultural Society Inc does not have insurance to cover any accidents caused by a third party during private hiring of facilities. It is therefore highly recommended that your group is covered by your own public liability insurance to cover any risks
I have read and understood the above details about third party insurance Yes ☐

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 18th or 21st

	Cost	Bond/Deposit	Total amount: please fill in
Whole Showgrounds	Day/evening/part of - \$800	\$500	
Junior Farmers Hall – Includes aircon/heating, commercial kitchen (fridge, freezer, oven trays, microwave, urn, cutlery, crockery), 70 chairs, 13 tables	Day (until 5pm) \$200 Day/evening \$250	\$300	
Junior Farmers Hall – meeting only 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/part of: \$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 (for evening hiring only)			

Payment:

After secretary has confirmed booking in writing, must pay deposit/bond to confirm your booking within 2 weeks otherwise booking maybe forfeited.

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

Fee – full amount 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 proof/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 confirmed in writing by the Bridgetown Agricultural Society and then deposit/bond is paid. I have also read and agree to all the terms and conditions. Please tick: Yes <input type="checkbox"/>
Name:
Date:
Signature:
Please return completed form to: Post: Bridgetown Agricultural Society. PO BOX 17. Bridgetown. WA. 6255 Email: secretarybridgetownagsoc@gmail.com In person: Bridgetown Newsagency. 16 Steere Street.

Terms and Conditions of Hire

1. Application form needs to be completed and sent in. 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 secretarybridgetownagsoc@gmail.com
Treasurer: Nicole Ward 0412 160 675 treasurerbridgetownagsoc@gmail.com
Electrical: Adrian Elder 0429 611 283
President: Roger Gutteridge 0438 855 331

OFFICE USE ONLY – Newsagency/secretary/treasurer. An email to be sent to others with each point completed

- Booking enquiry in writing to secretary ☐
- Calendar checked with newsagency/committee ☐
- Hire form including terms and conditions signed by hirer received ☐
- Bond received ☐
- Invoice sent out ☐
- Payment received ☐
- Calendar in Newsagency updated ☐
- Event circulated to committee ☐
- Grounds/halls checked to return bond – let treasurer know ☐
- Bond returned ☐