

# Hall Hire Application Form

Shire of Donnybrook Balingup HALLS.V.24.1



Please note that a booking is not approved until confirmation is received in writing. This is an application for hall hire only. Should you wish to book a Shire reserve, please complete the Reserve Booking Form.

## APPLICANT DETAILS:

Organisation (if applicable):

Applicant Name:

Contact Email:

Contact Phone:

Postal Address:

Suburb / Townsite:

Postcode:

## BOOKING DETAILS:

Booking type:

Venue Required:  Balingup Hall  Donnybrook Memorial Hall

Facilities Required:  Main hall only  Lesser hall only  
 Both halls  Both halls + kitchen  Lesser hall + kitchen

Start Date: End Date:

Set up date + time: Pack down date + time:

Total expected attendees:  Yes  No *Please note – if your booking is considered a public event you will be required to complete an Event Application Form in addition to this booking form.*

Is alcohol being sold?  Yes  No *If YES, please apply for the appropriate liquor license through the Department of Local Government, Sport and Cultural Industries.*

*Please be advised that events that are a single-use hire of the hall(s) requires associated payments to be made prior to the event date. This is inclusive of invoicing requests – please discuss your payment options with the Community Engagement Officer prior to booking your event. If you require multiple dates / need to make a regular booking, please complete a "REGULAR USE Hall Hire Application Form."*

## BANK ACCOUNT DETAILS (FOR BOND RETURNS):

BSB:        Account #

Account Name:

Email (for remittance advice):



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## DECLARATION:

*I acknowledge I have read, understood, and agree to abide by the Conditions of Hire. I agree to indemnify the Shire of Donnybrook Balingup against any actions, claims, incidents, or costs arising out of connection with the hire of the facility.*

Organisation (if applicable):

Applicant Name:

Signature:

Date:

Please submit the completed form –

In Person:

1 Bentley Street  
Donnybrook, WA 6239

By Mail:

PO Box 94  
Donnybrook, WA 6239

Via Email:

[shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au)  
Or visit our website!

All other enquiries: (08) 9780 4200

[www.donnybrook-balingup.wa.gov.au](http://www.donnybrook-balingup.wa.gov.au)

## FEES AND CHARGES (2023-2024):

*Please note that the flat rate is maximum 5 hours.*

### Donnybrook Memorial Hall:

Both halls	Flat rate	\$ 360.00
+ kitchen	Per hour	\$ 77.00
Both halls	Flat rate	\$ 262.00
only	Per hour	\$ 71.00
Main hall	Flat rate	\$ 188.00
only	Per hour	\$ 52.00

### Balingup Hall:

Both halls	Flat rate	\$ 228.00
+ kitchen	Per hour	\$ 59.00
Both halls	Flat rate	\$ 201.00
only	Per hour	\$ 51.00
Main hall	Flat rate	\$ 122.00
only	Per hour	\$ 35.00
	Stage Rehearsals (f/r)	\$ 36.00

Lesser hall	Flat rate	\$ 106.00
+ kitchen	Per hour	\$ 35.00
Lesser hall	Flat rate	\$ 122.00
only	Per hour	\$ 30.00

Lesser hall	Flat rate	\$ 159.00
+ kitchen	Per hour	\$ 45.00
Lesser hall	Flat rate	\$ 79.00
only	Per hour	\$ 23.00

### Other Bookings:

Kitchen	Flat rate	\$ 122.00
only	Per hour	\$ 35.00

### Other Bookings:

Kitchen	Flat rate	\$ 119.00
only	Per hour	\$ 35.00
Meeting room	Flat rate	\$ 26.80
	Per hour	\$ 8.25

### Refundable Damage Bond:

No Liquor - \$ 150.00

Liquor - \$ 300.00

## OFFICE USE ONLY:

Fees Applicable: \$

Bond Applicable: \$

Booked in hall calendar

Approval issued

Synergy Ref #

Receipt #

Invoice request (if req.)

Payment received

Invoice #

Remit #

Bond refunded

Officer Signature:

Date:

Other notes:

