

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:	<input type="checkbox"/> Balingup Hall	<input type="checkbox"/> Donnybrook Memorial Hall
Facilities Required:	<input type="checkbox"/> Main hall only	<input type="checkbox"/> Lesser hall only
	<input type="checkbox"/> Both halls	<input type="checkbox"/> Both halls + kitchen <input type="checkbox"/> Lesser hall + kitchen
Start Date:	End Date:	
Set up date + time:	Pack down date + time:	
Total expected attendees:		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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):							



Hall Hire Application Form

Shire of Donnybrook Balingup HALLS.V.24.1



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
Or visit our website!

All other enquiries: (08) 9780 4200

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

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	\$ 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:

