

COWARAMUP HALLS RESERVES & RESIDENTS ASSOCIATION

HIRE of FACILITIES—BOOKING FORM 2026

COMPLETED FORM TO BE RETURNED TO : chrra.booking@gmail.com

HIRER NAME : _____ CONTACT NAME : _____

RESIDENTIAL ADDRESS : _____

EMAIL ADDRESS : _____

COMPANY/GROUP NAME : _____

I am hiring this facility as (circle all which applies) INDIVIDUAL / BUSINESS / NOT FOR PROFIT

I am hiring this facility for : CLASSES / EVENT / WEDDING / FUNCTION / MEETING / OTHER

COWARAMUP HALL / DUGGAN PAVILION / COWARAMUP OVAL

Cowaramup Oval is a Public Area but local Sports Clubs utilise the Oval, it would be beneficial to check when the Oval is available before you plan a major event on Oval

DATES : Wheelchair access to stage required? Yes / No (Hall only)

REPEAT DATES :

TIMES : Reason for Hire

Please circle below the package number and type of event you require, complete rate:

TOTALS

a) CLASSES / MEETINGS / SEMINARS / CHILDREN PARTY 0 TO 13YRS Hourly **Class** Rate : \$20 per hour _____
Standard rate includes use of tables and chairs : required Yes/No Standard Rate : \$50 per session _____
Package (a) Does not include Kitchen (see below) No Alcohol

To reserve the dates and times you have requested from packages (b) or (c) requires a deposit of \$250

b) WEDDINGS / EVENTS / FUNCTIONS / ENTERTAINMENT—shows etc. Planned activities & entertainment to be submitted
Alcohol consumed? Yes / No Sold (liquor licence req'd) / BYO / Provided FOC

i) Between 07:00 to 17:00 : setup and clean away within booked times
Day Event Rate includes use of tables and chairs : required Yes/No
Day Event Rate : \$150 per day _____
Bond : \$250 _____

ii) Use of Kitchen included Day Event Rate : \$200 per day _____
Includes use of equipment, crockery, cutlery Bond : \$500 _____

c) WEDDINGS / EVENTS / FUNCTIONS / ENTERTAINMENT—shows etc. Planned activities & entertainment to be submitted
Alcohol consumed? Yes / No Sold (liquor licence req'd) / BYO / Provided FOC

i) Between 07:00 to 23:30 : setup and clean away within booked times
Evening Event Rates includes use of tables and chairs : required Yes/No
Evening Event Rate : \$200 per day _____
Bond : \$500 _____

ii) Use of Kitchen included Evening Event Rate : \$250 per day _____
Includes use of equipment, crockery, cutlery Bond : \$500 _____

EXTRA : Use of Audio Visual (Hall only) Standard Rate : \$50 per day _____
Bond : \$100 _____

By Signing this Hire Agreement, you have read and agree to be bound by the Terms and Conditions of Hire

Signature : On behalf of : Date :

CHRRRA
Venue Hire Terms & Conditions

Application:

- a) You must complete, sign and submit via email – chrra.booking@gmail.com – the Booking Form for the use of the venue of your choice, for our approval
- b) By signing and submitting a fully completed Booking Form you are agreeing you have read and accept these conditions of hire. The Booking Form and these Terms & Conditions of Hire together form the Hire Agreement
- c) We have the right to accept or reject the Booking Form for any reason at our sole discretion
- d) In event your Booking Form is rejected all monies paid by you to us will be refunded immediately
- e) You agree that the venue will remain our property and under our control

The Fees and Bond

- a) The Deposit if required, or full amount will be invoiced when your booking application is accepted and must be paid within the terms noted on the invoice for the booking to be confirmed
- b) The balance of the fees and bond will be invoiced a minimum of a month before the booking date, this invoice must be paid within 7 days of invoice date to complete the booking process
- c) Access to the venue is not given until the fees and bond have been paid in full
- d) The bond is provided as security for the performance of your obligations under this agreement and your use of the venue

Cancellation

- a)(i) Package (a) booking : You may cancel or reschedule your booking by giving written notice via email a minimum of 7 days before your booked date
- a)(ii) Package (b) or (c) booking : You may cancel or reschedule your booking by given written notice via email a minimum of 1 month before your booked date
- b) If you give notice to reschedule your booking, we cannot guarantee your preferred dates / time are available
- c) Monies paid will be refunded on cancellation if written notice via email is received a minimum of 7 days before the booked date for Package (a) or 1 month before booked date for Package (b) and (c)
- d) We may cancel a booking by giving written notice to you at any time before the start of the event :
 - i) if we become aware that any event, goods or service proposed to be held or provided by you at the venue is objectionable, dangerous, prohibited by law or otherwise detrimental to us or our reputation : dependent on circumstances and at our discretion, fees may or may not be refunded, the bond is forfeit
 - ii) if the venue becomes unavailable for any reason : fees and bond will be refunded

Condition and Use of the Venue

- a) We make no warranty or representation to you about the condition of the venue or its suitability for any use or purpose
- b) You acknowledge you have inspected the venue of choice and not relied on any presentation by us for your use and fitness for purpose of the venue
- c) You agree to comply with our reasonable instructions and directions when using the venues
- d) Your use of the venue is at your own risk at all times
- e) We will not be responsible for the acts or omissions of any of your personnel, contractors or invitees
- f) You must not make any changes or alterations to the venue without our prior written consent. Nothing is to be attached to our walls, floors or windows, bouncy castles and other similar play equipment must not be set up inside the venues, roller-skating/boarding is not allowed within the venues
- g) You must not do or allow to be done in relation to the venues anything which may or does cause damage or loss

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Venue Hire Terms & Conditions

- h)** Sub-letting of the venue is not permitted
- i)** You acknowledge that the venue is in a residential area and that all persons in attendance at the venue must refrain from any behaviour which can be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights
- j)** You are only permitted to access the venue or part venue which has been booked and paid for
- k)** Cars must be parked in designated parking areas, parking on grass or nature strip is not permitted
- l)** You will be provided prior to your booking, with codes giving access to entry keys for the venue and you agree to keep codes and keys confidential, safe and secure. You will be liable for lost keys and changed locks
- m)** Smoking or any naked flame is not permitted in the venue
- n)** The venue is not to be used for immoral purposes
- o)** You agree to notify us immediately of any injury at, or damage to, the venue arising out of your use of the venue
- p)** Please note: that the toilet block situated between the Hall and Pavilion are Public Toilets, all grassed areas, picnic areas and BBQ areas are public zones

Kitchen Facilities

- a)** If kitchen facilities are used all appliances and dishware must be left in a clean and tidy condition, breakages being reported immediately
- b)** No food or drink to be left in any area of the venue
- c)** All rubbish to be removed from the venue and placed in appropriate bins or taken away

Planned Activities or Entertainment

- a)** Any planned activities or entertainment must be submitted with the completed booking form
- b)** Entertainment that is not in keeping with our values and standards will not be permitted
- c)** Noise must be contained within the requirements of the local Shire
- d)** It is your responsibility to obtain any necessary permits from the relevant authorities as required for planned activities or entertainment, providing us with evidence of permits received

Alcohol

- a)** You must indicate on the booking form any alcohol that is to be consumed, provided or sold at the venue. Approval for the consumption of alcohol may be withheld at our absolute discretion
- b)** Under no circumstances can alcohol be consumed, provided or sold until you have obtained approval from us and provided us with evidence of any necessary liquor permit
- c)** You must comply with all applicable liquor laws at all times
- d)** Alcohol must not be served to any person under 18 years of age

End of Booking Term

- a)** At the end of the term you agree to vacate the venue and return keys to relevant lockbox
- b)** The condition of the venue will be left in the same condition as you found it, including:
 - i)** chairs and tables to be wiped down and cleaned and stacked neatly in the relevant cupboards
 - ii)** all rubbish to be removed from the venue
 - iii)** all floors to be swept/vacuumed, toilets (Pavilion only) to be checked and cleaned if necessary
 - iv)** all lights and aircon to be switched off and all internal and external doors locked
- c)** All property we have given permission to be left over night in the venue must be removed by the following morning before 10:00am
- d)** If it is determined that you have caused damage or loss to the venue or left venue unclean/untidy, we may retain whole or part of the bond to remedy the damage, recover costs or pay for cleaners

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Venue Hire Terms & Conditions

e) If the damage or loss is greater than the Bond, then the Hirer will be invoiced for the balance of the loss or damage

Liability

a) To the maximum extent permitted by law, we will not be liable for, and you waive and release us from and against, any liability arising from or connected with your use of the venue

b) To the maximum extent permitted by law, you are liable for, and indemnify us, in respect of any liability that we may suffer or incur or otherwise become liable for, arising from or in connection with:

i) you or your personnel's, contractors or invitees use of the venue

ii) any acts or omissions of you or your personnel, contractors or invitees

iii) any property loss or damage, personal injury or loss arising from or in connection with your use and occupation of the venue

iv) any breach by you of this hire agreement

c) In the case of any disputes arising, our decision will be final

CAPACITY (maximum) HALL - 200 Pavilion - 90 unless restriction apply

Maximum capacity includes **all** people within the Venue, not just an audience/gathering