



# FREEBAIRN RECREATION CENTRE

Kulin, Western Australia, 6365  
Tel (08) 9880 1000 Fax (08) 9880 2000  
Email [reccentre@kulin.wa.gov.au](mailto:reccentre@kulin.wa.gov.au)

## VENUE BOOKING FORM

**Name of Applicant/Club/Group:**

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Invoice Address: \_\_\_\_\_

**Day(s) and Time(s) Required:**

Date: From: \_\_\_\_\_ To: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

**Number of People (please tick):**

- Less than 15
- 16-40
- 41-60
- 61-100
- 101+

**Type of Function (please tick):**

- Seminar
- Small Meeting
- Dinner
- Other (Please specify) \_\_\_\_\_

**Layout/ Seating (please tick):**

- Classroom
- U Shape
- Other (Please specify) \_\_\_\_\_

**Catering Contact (please tick):**

- Kulin Hardware, Drapery & Café (08) 9880 1340
- Kulin Woolshed (08) 9880 1275
- Other (please provide details) \_\_\_\_\_

**Refreshment Break Times:**

Morning Tea: \_\_\_\_\_  Lunch: \_\_\_\_\_  Afternoon Tea: \_\_\_\_\_  Dinner: \_\_\_\_\_

**Tea & Coffee Facilities (please tick):**

- YES
- NO

**Bar Facility (please tick):**

- YES
- NO

Time: \_\_\_\_\_

**Equipment Required (please tick):**

**TABLES** *(if you require alternate tables than the ones set up you will need to provide two volunteers to assist)*

Rectangle:

- YES
- NO

How many: \_\_\_\_\_

Round:

- YES
- NO

How many: \_\_\_\_\_

**TABLE CLOTHS** *(\$5 hire charge includes cleaning, \$30 replacement for damaged tablecloths)*

- YES
- NO

How many: \_\_\_\_\_

**CHAIRS**

- YES
- NO

How many: \_\_\_\_\_

**WHITEBOARD** *(You will need to supply your own markers. Hire charge \$10)*

- YES
- NO

**PROJECTOR SCREEN** *(Hire charge \$10)*

- YES
- NO

**PROJECTOR** *(Hire charge: half day \$22 & full day \$44)*

- YES
- NO

**DANCE FLOOR** *(Hire charge \$50)*

- YES
- NO

**OUTDOOR GAS HEATER** *(Hire charge \$30 each)*

- YES
- NO

How Many? \_\_\_\_\_

## CONDITIONS OF HIRE

1. All Regular/Casual Booking applications must sign and return a Venue Booking Form prior to commencement of Hire.
2. Cancellation of any Regular booking must be received in writing twenty eight (28) days prior to the date of booking.
3. The venue hire is inclusive of standard tables and chairs, lighting, air-conditioning, normal cleaning and ample free parking. If the building is left in an unclean state and extraordinary cleaning is required, all costs incurred will be included in the invoice or a cleaning surcharge of \$110 (includes 10% GST) will be applied.
4. Management reserves the right to request the use of the facility, should it be required for special purpose or one off events.
5. Please note that setting up and clearing away must be done within the time of hire stated on the Venue Booking form.
6. Areas used must be left in a clean and tidy condition.
7. Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property, may be charged to the full extent of the law.
8. Damage to Centre property, shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damages incurred by dependent guest/children.
9. Any damage discovered prior to booking, please report to management; this will ensure that your group will not be held responsible.
10. Groups are to maintain and keep good order and decent behaviour.
11. There will be **NO SMOKING** in any part of the centre by any person at any time.
12. Conditions and guidelines maybe changed by the Management without notice.

## DECLARATION

I/We hereby make application for the use of the Freebairn Recreation Centre's facilities and service and will not hold liable Freebairn Recreation Centre, Shire of Kulin and its agent, employees for any personal injury or loss of property.

I/We have read and understood the above regulations and the Conditions of Use and Hire and agree to uphold them for as long as the term of this agreement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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