

FREEBAIRN RECREATION CENTRE

www.kulin.wa.gov.au or find us on Facebook https://www.facebook.com/freebairn.recreationcentre please e-mail bookings to reccentre@kulin.wa.gov.au or Phone (08) 9880 1000

Venue Booking Form

Contact Name: Phone: Address: Post Code:							
Address: Post Code:							
E-mail:							
Invoice Details: Are you a member of the Freebairn Recreation Centre? Yes No							
Ale you a member of the Procedum Necreation Control.							
BOOKING DETAILS							
Booking Type: ☐ Seminar/Conference/Event ☐ Wedding/Birthday/Anniversary ☐ Small Meeting/Community Group							
□ Sporting □ Luncheon/Dinner □ Other (Please specify)							
Day(s) and Time(s) Required: (please include date and time if you need access to set up)							
Date: From: To: Area/s:							
Date: From: To: Area/s:							
Date: From: To: Area/s:							
Areas Required: ☐ Kath Room ☐ Phil Room ☐ Meeting Room ☐ Tennis/Golf Club ☐ Court Area							
□ Bowling Green □ Oval □ Golf Course □ Tennis Courts □ Other							
Number of People Attending:							
□ Less than 15 □ 16-40 □ 41-60 □ 61-100 □ 101+							
Equipment Required:							
Type of Tables (Round or Rectangle)Number of TablesNumber of Chairs							
□ Projector & Screen (Charge per day) □ Whiteboard (<i>markers not supplied</i>) □ Audio Equipment (Charge per day)							
□ Lectern □ IT help (charged per hour)							
□ Tablecloths [(\$5 hire charge includes cleaning, \$30 replacement for damaged tablecloths) (round tablecloths only)]							
Number Required:							
□ Dance Floor (Hire charge \$50) □ Carpet Laid in Court Area (hire fee applies)							
□ Other							
Layout/ Seating:							
☐ User to Set Up ☐ FRC to set up tables with Tablecloths and Cutlery etc (charge per day)							
Please specify layout - ☐ Dinner Function ☐ Classroom ☐ U Shape/ Seminar ☐ Other							



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Kitchen Hire	☐ Half Day	☐ Full Day	□ BBQ	Other.				
Catering Options: Acres of Taste: Kulin Community Hub Catering Other:			ku	amy@acresoftaste.com.au or call +61 499 920 002 kulincommunityhub@yahoo.com or call +61 8 9880 1201.				
Refreshment Break Times (if applicable)								
☐ Morning Tea:	DL	.unch:	_ □ Afternoon Tea	: <u></u>	_ □ Dinner:			
Tea & Coffee Facilities: ☐ YES ☐ NO (Charge applies when no kitchen hire)								
Water & Water (Glasses on table	s: □ YES		NO				
Bar Facility (ple	ase tick):	☐ YES		NO	Bar open from:			
	•							
Extended/Occasional Liquor Licence Required:				1 YES	□NO			
If Yes - Please include Details of your requirements:								
(Price on Application – depending on type of Licence required)								
(i not on Application - deponding on Apo of Electron required)								

CONDITIONS OF HIRE

Terms and Conditions

- Please refer to the Shire of Kulin's User Fee's and Charges for pricing. https://www.kulin.wa.gov.au/documents/331/user-fees-and-charges-2022-2023
- All Regular/Casual Booking applications forms must be signed and returned to the Freebairn Recreation Centre Manager prior to commencement of Hire.
- Bookings are not confirmed until a booking confirmation email has been sent.
- Any cancellation of any booking must be received in writing no later than seven (7) days prior to the date of booking.
- 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.
- Management reserves the right to request the use of the facility, should it be required for special purpose or one-off events.
- Storage of any items before or after the event is not permitted without prior arrangement. All items must be collected within 2 days after the planned Event.
- Conditions and guidelines may be changed by the Management without notice.

Hirer's Responsibilities

- Setting up and clearing away must be done within the time of hire stated on the Booking form.
- Groups are to maintain and keep good order and decent behaviour.
- There will be NO SMOKING in any part of the centre by any person at any time.
- If the Kitchen has been hired the applicant is responsible to ensure the kitchen is left clean and tidy after use with all accessories and utensils stored correctly.
- Please report Any damage discovered prior to booking to the Freebairn Recreation Centre Manager; this will ensure that your group will not be held responsible.
- 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 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.



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DECLARATION

I/We hereby make application for the use of the Freebairn Recreation Centre's facilities and service and will not hold liable the Freebairn Recreation Centre, Shire of Kulin and its agent or 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:			
Please return the completed form to:	FREEBAIRN RE PO Box 125, Kuli		
	Fax: Email:	(08) 9880 2000 reccentre@kulin.wa.gov.au	

If you have any questions or need any further assistance, please contact the Freebairn Recreation Manager on: (08) 9880 1000 or reccentre@kulin.wa.gov.au

FOR OFFICE USE ONLY Details Complete Availability Checked and booked – (electronic & paper) Confirmation e-mail sent. Member of the FRC YES/NO Debtor Voucher Created & sent