



Event Date.
Booking No.

(08) 9651 0000
PO Box 211, Moora 6510 WA
34 Padbury Street, Moora 6510 WA
shire@moora.wa.gov.au

SHIRE OF MOORA - FACILITY BOOKING FORM

PLEASE NOTE ALL BOOKINGS MUST BE MADE AND CONFIRMED 7 DAYS PRIOR TO THE DATE OF THE ACTUAL BOOKING

HIRER'S DETAILS	
Name of Hirer / Organisation:	
ORGANISATION REPRESENTATIVE'S DETAILS	
Name:	
Street Address:	
Postal Address:	
Phone:	
Mobile:	
Email:	

FUNCTION DETAILS

Event Title:			
Date:			
Start Time:		End Time:	
Special Requests/Further Information:	<input type="checkbox"/> Liquor	<input type="checkbox"/> Non-Liquor	<input type="checkbox"/> License (Selling)
	<input type="checkbox"/> Urn	<input type="checkbox"/> Chairs_____	
	<input type="checkbox"/> Staff setup	<input type="checkbox"/> Self-setup	
Floor Plan of Event Set up: (Please ask staff for floor plan if you require exact placement)	MPAC Only <input type="checkbox"/> Small Rounds(11) ___ <input type="checkbox"/> Large Rounds(11)___ <input type="checkbox"/> Tables set open to stage (seating on one side)	Recreation Centre Only <input type="checkbox"/> Trestle tables (seat 6 people) Number of tables required _____	

VENUE DETAILS (Please tick facilities required)

<p style="text-align: center;"><u>MPAC</u></p> <input type="checkbox"/> Main Hall <input type="checkbox"/> Foyer & Bar <input type="checkbox"/> Grand Piano <input type="checkbox"/> Piano <input type="checkbox"/> Retractable Seating <input type="checkbox"/> Kitchen <input type="checkbox"/> Green Room <input type="checkbox"/> Technical Room	<p style="text-align: center;"><u>REC CENTRE</u></p> <input type="checkbox"/> Main Hall / Basketball Courts <input type="checkbox"/> Bar, Carpet + Kitchen Area <input type="checkbox"/> Kitchen <input type="checkbox"/> Ballet Room <input type="checkbox"/> Squash Courts <input type="checkbox"/> Whole Building <input type="checkbox"/> Hockey Building	<p style="text-align: center;"><u>SPORTS GROUNDS</u></p> <input type="checkbox"/> Oval <input type="checkbox"/> Hockey Oval <input type="checkbox"/> Netball/Tennis Courts <p style="text-align: center;"><u>PARKS</u></p> <input type="checkbox"/> Apex Park (No Charge) <p style="text-align: center;"><u>MEN'S SHED</u></p> <input type="checkbox"/> Main Room	<p style="text-align: center;"><u>WATHEROO</u></p> <input type="checkbox"/> Pavilion <input type="checkbox"/> Oval <p style="text-align: center;"><u>MILING</u></p> <input type="checkbox"/> Pavilion <input type="checkbox"/> Oval <input type="checkbox"/> Hall
<p><u>Organization / Community Group – Is the booking part of your Community Budget Submission?</u></p> <input type="checkbox"/> Yes <input type="checkbox"/> No			

YOU ARE REQUIRED TO OBTAIN PERMISSION FROM THE SHIRE OF MOORA TO CONSUME AND / OR SELL LIQUOR ON SHIRE PREMISES. PLEASE COMPLETE AN APPLICATION FORM TO CONSUME ALCOHOL ON COUNCIL OWNED PROPERTY. IF SELLING MAKE AN APPLICATION TO MOORA CLERK OF COURTS OR GO ONLINE TO [Racing, gaming and liquor | DLGSC](#)

DECLARATION

I _____ agree to report on any of the following:

- a) Any damage noticed before commencement of hiring.
- b) Any damage that occurred during hire.
- c) All cleaning that is required.

I have received a copy of the Rules and Requirements of the hiring of the Shire of Moora buildings.

I agree to abide by the Rules and Requirements of the facilities adopted by the Moora Shire.

Applicant Signature	Date:

**BOOKINGS ARE NOT SECURED UNTIL THIS FORM IS COMPLETED AND A HIRE FEE HAS BEEN PAID.
KEYS WILL NOT BE RELEASED UNTIL THE BOND HAD BEEN PAID.**

