

Permanent User Venue Booking Form Kalamunda Performing Arts Centre

48 Canning Road, Kalamunda 6076 | Ph 9257 2558 | E performingarts@kalamunda.wa.gov.au

PLEASE ENSURE YOUR BOOKING IS CONFIRMED BY KPAC BEFORE FURTHER ORGANISATION OF YOUR EVENT

Contact Details

Organisation	<input type="text"/>		
Organisation type (e.g. school, community, charity, commercial business)	<input type="text"/>		
Are you registered as a not for profit organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
First Name	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text"/>	Drivers licence #	<input type="text"/>
Phone (H/W)	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
Suburb	<input type="text"/>	Post Code	<input type="text"/>
Bond Refund (payee)	<input type="text"/>		
Bank	<input type="text"/>	Branch	<input type="text"/>
BSB	<input type="text"/>	Account	<input type="text"/>

Booking Details

Areas Required	<input type="checkbox"/> Agricultural Hall (Main)	<input type="checkbox"/> Agricultural Hall (Lesser Only)	<input type="checkbox"/> Other (please specify)
	<input type="text"/>		
Type of Booking	<input type="text"/>		
Genre (e.g. exercise class, workshop)	<input type="text"/>		
Brief description of use	<input type="text"/>		
Estimated number of participants	<input type="text"/>		
Have you completed your annual building induction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Office Use Only

Booking received	<input type="text"/>	Booking ID #	<input type="text"/>
Staff member	<input type="text"/>		
Key Bond received	<input type="text"/>	Receipt #	<input type="text"/>

Please read and sign Conditions of Hire overleaf ↴

Occupancy Times Required

Please include setup and pack up time required in your times below

Area	Day	Times		Dates	
		Start	Finish	Start	Finish

Key Holder Contact Details

First Name	<input type="text"/>	Surname	<input type="text"/>
Date of Birth	<input type="text"/>	Drivers licence #	<input type="text"/>
Phone (H/W)	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Address	<input type="text"/>		
Suburb	<input type="text"/>	Post Code	<input type="text"/>

Code and Key Details

Key No	<input type="text"/>	Code no	<input type="text"/>
Date issued	<input type="text"/>		

Key/Code application conditions

- Any person or organisation that is issued with a code and key to City of Kalamunda buildings has an obligation to retain them in their possession unless authorised by the City in writing to surrender the key to another person.
- The alarm code number must not be kept with the key.
- Should a key be lost or mislaid it must be reported immediately to the City Administration Centre or Kalamunda Performing Arts Centre.
- Lost or mislaid keys are to be deducted from the key bond or replaced at the hirer's expense.
- It is the responsibility of the holder to ensure all exterior doors and windows are locked and secure prior to leaving the building
- The facility must only be used at times when a confirmed booking has been made with the City of Kalamunda.
- Should a security call-out occur by the City of Kalamunda's security company due to regular non-use or misuse of the supplied code, then full charge of that call-out fee will be on charged to the hirer.
- When a Security Code is supplied the hirer is solely responsible for disarming and arming of the building for their booking time.

I the key holder declare that I have read and understand the above conditions.

Key holder name	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

I the booking organiser agree that the information declared above is true and correct.

Booking Organiser	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>