

CUMMINS THEATRE

BOOKING FORM

SECTION 4 – Bar Area

I/we have been orientated to the Bar area.

I/we know how to access and lock up the building appropriately

I/we know the location of the appropriate light switches, air conditioning, Hot water

I/we know the location of the the relevant cleaning products

Confirmation orientation signatures:

Name: _____

Signature: _____ Date of Orientation: _____

Cummins Theatre Manager: _____ Date of Orientation: _____

Bar

Do you have a third party operating the bar for your event?

YES

NO

Name of the Group: _____

Contact person's name: _____

Contact number: _____

Has the above Group operated the bar at the Cummins Theatre previously?

YES

NO

Date of Cummins Theatre orientation: _____

Confirmation orientation signatures:

Group Contact's Name: _____ Date: _____

Cummins Theatre Manager: _____ Date: _____

Please sign to acknowledge that you are aware and accept to following:

Any group operating the Cummins Theatre Bar MUST be orientated to the area at least a week prior to the event. Prior orientation is only valid if it was performed by the current Cummins Theatre Venue Manager no more than a year before the hire date of the theatre event.

It is the hirer responsibility to ensure that all required ordination is arranged and completed by the relevant individuals prior to the event. Retribution for damage to property or individuals course due to lack of orientation is the responsibility of the hirer.

Signature: _____

Date: _____

Are you serving alcohol at your event?

YES NO

If yes

Have you fill out the alcohol permission slip for your event?

YES NO

The permission form is located at the end of this section and needs to be returned to the Cummins Theatre Manager prior to your event in order for the form to be signed and a copy returned. Please note that if your event requires an Occasional Liquor License than you will need your signed copy a minim of two week prior to the event.

Do you require an Occasional Liquor License?

YES NO

Occasional Liquor License queue questions:

What is the expected length of your event? _____

What is the expected number of attendees? _____

Are you providing a live performance as part of your event

YES NO

If you are uncertain check the Occasional Liquor License Guidelines at

http://www.rgl.wa.gov.au/ResourceFiles/ApplicationKits/Liquor/guide_occasional_%28online_lodgement%29.pdf

or click on the link under the hire forms on the Cummins Theatre Website

Please sign to acknowledge that you are aware and accept to following:

Cummins Theatre is an unlicensed facility: It is the responsibility of the Hirer to obtain written permission from the Shire of Merredin to allow alcohol to be consumed at the Theatre.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

In the event that alcohol is to be sold, it is also the responsibility of the Hirer to obtain an Occasional Liquor License and this is to be cited by the Theatre Manager prior to the function. It an essential condition of the use of the space that the Liquor License be displayed prominently during the Hire period.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

It is the responsibility of the Hirer to ensure that the requirements of the Liquor License are fulfilled, that minors are not permitted entry to the bar or licensed area and to organize and oversee staffing of the bar.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

The hirer is committed to responsible server practices which include:

Controlling intoxicated persons by refusing them entry to the premises, by not providing them with liquor when on the premises and by taking appropriate care to protect both them and others they may come into contact with.

Controlling juveniles by refusing them entry unless they are accompanied by a responsible adult or are on the premises for the purpose of obtaining a meal and when they are on the premises, by not providing them with liquor.

The responsible promotion of liquor.

Ensuring that complimentary water is available to patrons.

Addressing complaints from customers and nearby residents expeditiously and reasonably.

Caring for customers properly by establishing harm minimisation and responsible service of alcohol strategies to enable customers to enjoy themselves without causing harm to themselves or others.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

The bar facilities, are to be left in a clean state with all equipment in working order. All used equipment belonging to the Cummins Theatre is to be cleaned after use and return to the correct storage space. Any drink, snack foods or equipment still in the venue for more than 24 after the conclusion of the event will be disposed of at a fee of \$60 per hour deducted from the Bond.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

Cleaning supplies are supplied by the venue. It is a condition of Hire that all food scraps are removed from the premises before the end of the hire period, and are not left in indoor bins overnight. External bins are available at the rear of the venue.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____

All breakages are to be recorded on the breakage report below and handed to the Theatre Manager.

Hire Signature: _____ Date: _____

Group's contact Signature: _____ Date: _____



BREAKAGE REPORT

DATE: _____

SHOW: _____

HIRING GROUP: _____

ITEM(S) DAMAGED: _____

COMMENTS: _____

NAME: _____

SIGNATURE: _____

ALCOHOL PERMISSION SLIP

Chief Executive Officer
Shire of Merredin
PO Box 42
MERREDIN WA 6415

The _____ seek the permission and support
(Name of Hirer)

from the Shire of Merredin to operate the bar at the Cummins Theatre between the hours
of

_____ and _____ on the _____
(Time) (Time) (Date)

for the function/event _____.
(Name of Function/Event)

Where the sale of alcohol occurs, the _____
(Name of Hirer)

will obtain an occasional license to operate the bar.

The _____ will abide by the Code of
(Name of Hirer)

Conduct and Compliance with Acts and Regulations as outlined in the Conditions of Use
for the Cummins Theatre.

Yours faithfully

The Shire of Merredin has no objections and therefore supports the service of alcohol /
application for an occasional license to operate the bar at the Cummins

Theatre by _____ on _____.
(Name of Hirer) (Date)

Chief Executive Officer

Date