



Shire of EAST  
Pilbara  
AUSTRALIA'S LARGEST SHIRE

# Shire of East Pilbara

## Newman House Function Room Hire Application

### Applicant Details:

Name of Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ ABN: \_\_\_\_\_

### Function Details

Title of Function			
Date Required		Number of Attendees	
Arrival Time	am/pm	Departure Time	am/pm

### Timeframe of booking, please circle

		Not for Profit - \$			Commercial - \$		
		Hourly	4 Hours	8 Hours	Hourly	4 Hours	8 Hours
<input type="checkbox"/>	<b>Small Room (12 Pax)</b> <b>(room size 9.24m<sup>2</sup>)</b>	24.00	86.40	172.80	40.00	144.00	288.00
<input type="checkbox"/>	<b>Large Room (35 Pax)</b> <b>(room size 14.42m<sup>2</sup>)</b>	33.00	118.80	237.60	55.00	198.00	396.00
<input type="checkbox"/>	<b>Both Rooms (50 pax)</b> <b>(room size 23.66m<sup>2</sup>)</b>	45.00	162.00	324.00	75.00	270.00	540.00

### Room Requirements and Conditions (please tick)

- *Standard equipment supplied will be tables, chairs and power cords.*
- *Organisation responsible for setting up & cleaning up of Room/s*
- *Organisation responsible for arranging any catering of food requirements*
- *Newman House Phone Number for teleconference - **9175 5735***
- ***Hirer's responsibility for teleconference account***

<input type="checkbox"/>	Conference phone - \$50 daily	<input type="checkbox"/>	Four Screen Electronic White Board with Printer - \$50 daily
<input type="checkbox"/>	Video Conference - \$25 hourly	<input type="checkbox"/>	PA system with Wireless Microphones - \$50 daily
<input type="checkbox"/>	Smart Board - \$50 daily	<input type="checkbox"/>	Projector and Screen - \$50 daily
<input type="checkbox"/>	Tea/Coffee/Water - \$5 per person	<input type="checkbox"/>	Whiteboard

### Room Set Up (please tick)

<input type="checkbox"/>	U Shape	<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Groups	<input type="checkbox"/>	Classroom
--------------------------	---------	--------------------------	-----------	--------------------------	--------	--------------------------	-----------

### NEWMAN HOUSE

15 Iron Ore Pde, Newman WA 6753  
newmanhouse@outlook.com.au  
Ph: (08) 9175 0017

## FACILITY HIRE CONDITIONS

The room is hired with the understanding that the following conditions apply:

- Rooms are to be left in a clean and tidy condition.
- Any damage or loss of equipment during hire will incur additional fees to be repaired or replaced.
- There is no access to the Staff Lunchroom and Staff outside Area. The bathrooms can be accessed by following the corridors.
- The Kitchen may be used for Meal Preparation, but must be left clean and tidy with dishes washed, dried and put away.
- Tenants, clients and public are to supervise children at all times internally and externally at the facility, for consideration for other users of the centre.

## CANCELLATIONS:

- If less than 3 days notice of cancellation/change of date is given a 50% fee of full booking costs may be charged.
- If 24 hours or less/no notice of cancellation/change of date is given full booking costs may be charged.
- All cancellations/changes to dates are to be in writing and sent to [newmanhouse@outlook.com.au](mailto:newmanhouse@outlook.com.au).

## INDEMNIFICATION:

Upon acceptance of the hiring, the hirer undertakes to indemnify the Shire of East Pilbara – Newman House against all claims which may be made against it for damages or otherwise, in respect of any loss, damage or injury caused by, or in the course of, or arising out of the hiring of the facility, during all periods when such facility is in hire.

I agree that I have read, fully understand and agree to abide by the conditions stated above.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

### Internal Use Only:

#### Newman House Manager

Forward completed form to Customer Service Administration Officer - Facilities [fao@eastpilbara.wa.gov.au](mailto:fao@eastpilbara.wa.gov.au)

Booking Approved  Yes  No Date: \_\_\_\_\_  
Applicant Advised  Yes Date: \_\_\_\_\_  
Booking Entered into Calendar  Yes  
Amount \$ \_\_\_\_\_ Purchase Order # \_\_\_\_\_ Date to SoEP \_\_\_\_\_

\_\_\_\_\_  
NH Manager Signature

#### Shire of East Pilbara

Booking Confirmation  Yes  
Booking Entered into Calendar  Yes  
Emailed Confirmation to Hirer  Yes  
Scanned Documents & Save  Yes

#### Invoice Details:

Amount \$ \_\_\_\_\_ Invoice # \_\_\_\_\_  
Date \_\_\_\_\_

#### Cancellation:

Cancellation Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

#### SoEP Staff Member:

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

### NEWMAN HOUSE

15 Iron Ore Pde, Newman WA 6753  
Ph: (08) 9175 0017

### SHIRE OF EAST PILBARA

Customer Service Administration Officer - Facilities  
Ph: (08) 9175 8000 or email: [fao@eastpilbara.wa.gov.au](mailto:fao@eastpilbara.wa.gov.au)