Shire Facility Inspection Sheet

1. APPLICANT DETAILS

Name of facility	
Activity	
Name of hirer	
Booking date	/ /20

Inspection must be carried out prior to event taking place. It is the responsibility of the hirer to assess the suitability of the facility prior to commencing their activity. Facility inspection form must be returned within 3 days following the booking date to:

- Kununurra Leisure Centre for all Kununurra indoor and outdoor recreation facilities
- Wyndham Shire Office for all Wyndham indoor and outdoor recreation facilities

Emergency maintenance or action unable to be rectified by the hirer, needed to ensure activities can proceed safely, should be arranged through the Coordinator Recreation and Leisure on 0439 692 877 (Kununurra) or Wyndham Office Coordinator on 0438 901 430 (Wyndham).

Please note that it is your responsibility to ensure all Shire approvals and bookings are in place for your event.

6. INSPECTION

	Pre-Event Inspection		Post Event Inspection	
	Yes / No	Comment	Yes / No	Comment
Venue clear of rubbish				
Inspection of site for unsafe litter ie. glass or metal				
Inspection of playing surface				
All safety signage is in place and legible				
All equipment provided for hire is in suitable condition				
Facility deemed suitable for use by hirer				

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Declaration				
and that the facility was suit		that the above pre-event inspese for the purpose of hire.	ection to	ook place on///
iignature Date	/			