

MEMORIAL HALL HIRE FORM

Organisation
 Contact Name Phone
 Address
 Apply to hire hall on Time
 For the purpose of
 Time required to be set up for function

CONDITIONS OF HIRE

1. Keys are available from the Shire Office between 8.15am and 5.15pm.
2. The premises shall be cleaned and left in a reasonably tidy condition by noon the following day, e.g. all foodscrapes, containers, bottles, cans, papers, decorations shall be collected and placed in drums provided at rear entrance.
3. The hall must be completely vacated by 12 noon the day following the booking unless other functions have been booked for the following day in which case other arrangements will be made.
4. Crockery and all equipment used for preparation of food shall be cleaned and left as found.
5. Drinks shall be served ONLY from the bar provided and food is not to be prepared or cooked in supper room or main hall.
6. No nail or thumb tacks to be fixed in walls. All decorations to be fixed with masking tape and any marks are to be removed.
7. Pianos NOT to be moved without prior approval.
8. Sufficient precaution must be taken to prevent paint or other such materials from dripping or splashing on the floors and stage; it must be cleaned by the lessee to Council satisfaction.
9. No amplified music is to be played or excessive noise to be made after midnight. (In accordance with the Noise Control Act 1975).
10. LOCK AND SECURE all doors and windows on leaving the premises.
11. Booking does not become effective unless accompanied by the **\$36.00 BOOKING FEE**. Balance of fees must be paid on picking up the keys prior to date of function. Keys should be returned by noon on the first working day after the function. Damage/Key Deposit will be refunded by cheque once the Hall has been checked by cleaners and found to have been left in good condition.
12. **NO SMOKING PERMITTED IN HALL.**
13. Organisations must present to Council evidence of a current public liability policy with the minimum cover of \$10 million (a copy of the policy must be attached to this form).

FAILURE TO COMPLY WITH THE ABOVE CONDITIONS WILL MEAN FORFEITURE OF DEPOSIT.

I/We agree to abide by all the conditions of hire by the Council, at the time of the Function.

Signed Date

OFFICE USE ONLY

Deposit	<input style="width: 115px; height: 20px;" type="text"/>	Receipt No	<input style="width: 115px; height: 20px;" type="text"/>	Date	<input style="width: 115px; height: 20px;" type="text"/>
Balance Amount	<input style="width: 115px; height: 20px;" type="text"/>	Receipt No	<input style="width: 115px; height: 20px;" type="text"/>	Date	<input style="width: 115px; height: 20px;" type="text"/>
Total Amount	<input style="width: 115px; height: 20px;" type="text"/>	Receipt No	<input style="width: 115px; height: 20px;" type="text"/>	Date	<input style="width: 115px; height: 20px;" type="text"/>
Refund	<input style="width: 115px; height: 20px;" type="text"/>	Receipt No	<input style="width: 115px; height: 20px;" type="text"/>	Date	<input style="width: 115px; height: 20px;" type="text"/>