

Waroona Community Resource Centre

Application for Hire of Hall Equipment

I _____ of _____

Telephone no: _____ hereby make application to hire equipment:

Equipment	Required	Cost per night	Deposit – CASH ONLY	Total
Lighting		\$50.00	\$100.00	
Audio (Sound)		\$50.00	\$100.00	
Crockery		\$30.00	\$50.00	
			Total Paid	

on the (date) _____

NOTE:

- The hirer is to be responsible for any breakages or damages to property and the replacement of any missing items, these must be reported to the Centre reception on return of the keys. If not reported and found to be missing/damaged by Centre staff, an appropriate amount will be deducted from bond with any further charges incurred billed to the hirer.
- Lighting and sound equipment to be operated by Community Centre approved operators only.
- No hire items are to be taken from the premises.
- Keys are needed to access all crockery.

ACCEPTANCE OF CONDITIONS OF HIRE OF HALL EQUIPMENT

I have read and agree to abide by the conditions and instructions and confirm that I have received a copy of these conditions.

Signed _____ Dated _____

OFFICE USE ONLY – EQUIPMENT RETURNED

Centre equipment as detailed was returned in the same condition as hired:

Signed: _____ Date: _____

Notes: _____
