

Application to Hire Memorial Hall

NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

COMPANY/GROUP: _____

DATE: _____

HOURS: _____

PURPOSE: _____

Which includes catering purposes and setting up.

The following facilities will be required:
(Available free of charge when hiring the Memorial Hall/ Amphitheatre)

NOTE

- A. Cutlery, crockery and glassware are NOT provided.
- B. Lighting and Audio (sound) equipment is NOT provided.
- C. It is the responsibility of the hirer to confirm quantities are available when required.
- D. Separate keys are required to access some tables, chairs and all crockery.

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Fold out Tables	26	
Chairs	231	
Urns	2	
Other requirements: Power <input type="checkbox"/> Water <input type="checkbox"/> Toilets/ Showers <input type="checkbox"/> Miscellaneous: <input type="checkbox"/>		

Hire of Crockery/ Use of Lighting and Audio

The Waroona Community Resource Centre operates the hiring of the crockery/ lighting and audio (sound) from the Memorial Hall. If you wish to hire this equipment simply fill in the Application for Hire of Hall Equipment and return to Waroona Community Resource Centre.

For further information contact the Waroona Community Resource Centre on 9733 2545.

LIQUOR

Liquor **will / will not** be consumed at the function, written permission from the Shire of Waroona is required in advance if liquor is consumed (see application attached) or licensing court permission must be obtained if liquor is being sold.

ACCEPTANCE OF CONDITIONS

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

Signed _____

Dated _____

OFFICE USE ONLY – FEES

Refundable Deposit: \$ 100 (without alcohol)
(Circle option) \$ 200 (with alcohol)

Refundable Key Deposit: \$ 30.00

Set-up Fee (per hour, half day, per day): \$ _____

Hire Charges (per hour, half day, per day): \$ _____

Refundable Kitchen Deposit: \$100.00
(Circle if applicable)

Kitchen Fee (per hour, half day, per day): \$ _____

Total: \$ _____

Receipt Number: _____ Date: _____

Details entered in Hall Diary: _____

CONDITIONS

1. HIRING OF HALL/ASSOCIATED BUILDINGS/OVALS

- 1.1 Applications for the hire of Shire premises shall be made on the prescribed form.
- 1.2 The Council reserves the right to refuse to let any premises or any portion thereof.
- 1.3 Priority will be given to bookings made by organisations based and operating in the Shire with regard to use of Shire facilities.
- 1.4 The Council reserves the right to withhold the use of the facilities in order to promote large scale carnivals, tournaments or shows.
- 1.5 Advance bookings will not be accepted in advance for a period longer than six months for permanent bookings and twelve months for casual bookings.

2. LIQUOR PERMIT

At functions where liquor is to be consumed, it is necessary to obtain a permit from the Council (please find "Application to consume liquor" attached).

Note: It is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with.

3. PERIOD OF HIRE

The hours of functions are required to be stated when bookings are made, and the facility is to be made available during these hours only.

4. CANCELLATIONS

- 4.1 Twenty four (24) hrs notice is required for cancellations. Failure to comply will result in full payment being invoiced to the hirer.
- 4.2 The Council may at any time cancel any agreement for hiring the facility.

5. HALL HIRE CHARGES - CASUAL BOOKINGS ONLY

Payment of bond shall be made at time of booking. All other charges will be paid prior to use.

6. CLEANING AND GENERAL USE OF THE HALL etc

The following are to be carried out on completion of the function:

- a) Sweeping of the hall and associated buildings used;
- b) Removal of all decorations and all refuse to be deposited in bins provided;
- c) General cleaning of kitchen including washing of all crockery and utensils used;
- d) Ensure that all lights and power units are switched off where required and all doors securely locked at the end of the function;
- e) No drink or food to be placed on the piano;
- f) The above conditions shall be complied with by 10am, the day following the function. If this is not carried out in the specified time, the bond/deposit will be forfeited.

7. BREAKAGES & DAMAGES

The Hirer is to be responsible for any breakages or damages to Council property and

the replacement of any missing items, these must be reported to the Council office on return of the keys. If breakages are not reported these will be deducted from the bond will further charges invoiced to the hirer. The hall is inspected by a Council Officer after each session.

8. BOND/DEPOSIT

The appropriate bond/deposit is to be paid when the booking is made. The bond for the hall hire is refunded by cheque after an application to return bond is filled out and signed by the hirer. A Council Officer will inspect the hall before a bond is returned.

9. LIGHT SWITCHES

These are located in their respective rooms (see plan). The main switch board located in the Main Hall is to operate the Main Hall lighting only. However on completion of the function please ensure switches number from 1 to 4 remain left on.

To operate the Supper Room/Kitchen and exterior rear lights, switches located adjacent to rear door of supper room (see plan).

10. KEYS

- a) All keys required must be collected from the Council Offices by 4pm the day of the function or in the case of weekend functions, the Friday prior.
- b) A bond of \$30.00 is payable on collection of keys, which is refunded when keys are returned.
- c) All keys must be returned to the Council Offices the day following or in the case of weekend functions the next day the Office is open.

Note: Failure to return keys on the required day will result in bond being forfeited.

11. CHAIRS, TABLES & TABLECLOTHS HIRE (See form for Equipment Hire when hiring equipment only).

Any items required (away from hall) for hire must be returned by 10am the day following or in the case of weekends the day facilities re-open. Failure to return these items within the specified time will result in full hire charges per day late being applied (a separate form is available hire of equipment).

12. SMOKING RESTRICTION

Smoking is not permitted in this hall.

ANY BREACH OF THE ABOVE CONDITIONS AND INSTRUCTIONS COULD RESULT IN REFUSAL OF FURTHER USE OF ANY OF THE ABOVE MENTIONED FACILITIES.

I HAVE READ ALL OF THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM.

Signed: _____ Date: _____

Town Hall Layout

