

## Application to Hire Hamel 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 Hamel Hall)

### 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.

ITEMS	NUMBER AVAILABLE	NUMBER REQUIRED
Fold out Tables	3	
Chairs	35	
Urns	0	
Other requirements: Power <input type="checkbox"/> Water <input type="checkbox"/> Toilets/ Showers <input type="checkbox"/> Miscellaneous: <input type="checkbox"/>		
_____		

### 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) \$ 150 (with alcohol)

Refundable Key Deposit: \$ 30.00

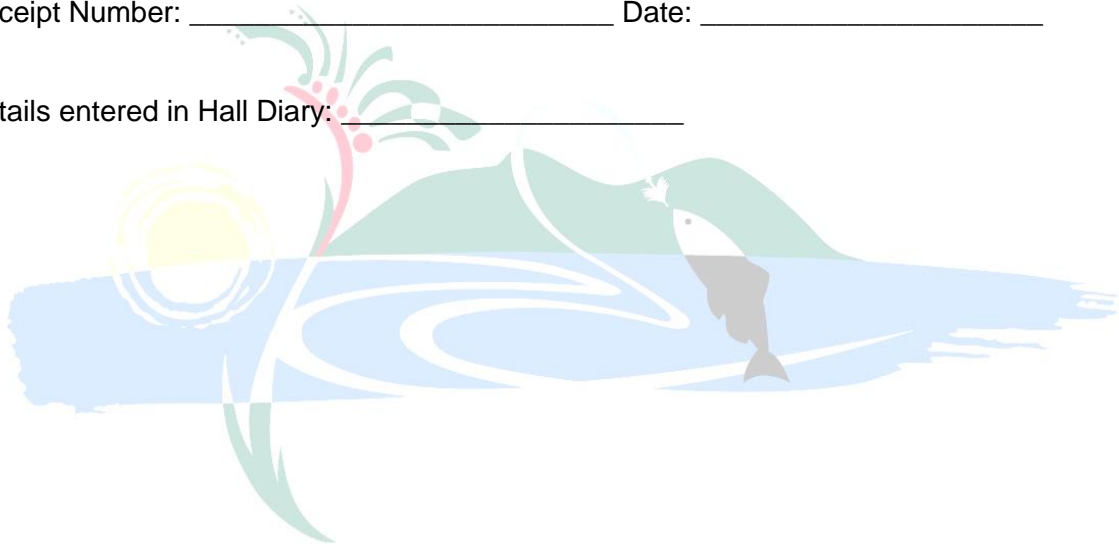
Set-up Fee (per hour, half day, per day): \$ \_\_\_\_\_

Hire Charges (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) 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.

**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. 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: \_\_\_\_\_