

I/WE _____	
ON BEHALF OF _____	<i>(organisation)</i> if applicable
POSTAL ADDRESS _____	
POSTCODE _____	
CONTACT PERSON _____	
PHONE NUMBER	HOME _____ WORK/MOBILE _____
EMAIL _____	
HALL BEING HIRED _____	ADDITIONAL FACILITIES (if available.)
TYPE OF FUNCTION _____	SUPPER ROOM <input type="checkbox"/> TABLES <input type="checkbox"/>
DAY / DATE _____	KITCHEN <input type="checkbox"/> CHAIRS <input type="checkbox"/>
TIME START: _____ FINISH: _____	CUTLERY & CROCKERY <input type="checkbox"/> FOYER <input type="checkbox"/>
	STAGE <input type="checkbox"/> STAGE <input type="checkbox"/>
	HEATERS <input type="checkbox"/> OTHER <input type="checkbox"/>

ADDITIONAL INFORMATION REQUIRED

MAX. NUMBER ADULTS ATTENDING _____	MAX. NUMBER CHILDREN ATTENDING _____
WILL ALCOHOL BE CONSUMED AT THE FUNCTION? <i>(please circle)</i>	YES NO
WILL ALCOHOL BE AVAILABLE FOR SALE DURING THE FUNCTION? <i>(please circle)</i> <i>If YES, a copy of the appropriate liquor licence must be attached to this application</i>	YES NO
WILL YOU BRING ADDITIONAL EQUIPMENT INTO THE FACILITY? <i>(please circle)</i> <i>(e.g. live music/jukebox, jumping castle etc) If YES, please provide details below:</i>	YES NO

PUBLIC LIABILITY INSURANCE

Are you a sporting body, club, association, corporation or associated body? <i>(please circle)</i>	YES NO
Are you hiring the venue for commercial or profit making purposes? <i>(please circle)</i>	YES NO
Will you hire a Council venue 12 or more times this year? <i>(please circle)</i>	YES NO
<i>If you answered YES to any of the above questions you will be required to provide your own Public Liability Insurance min. \$20million. Please attach a copy to this application.</i>	

I have read and understood the Hall Hire Terms & Conditions in their entirety and acknowledge that all the information provided is true and accurate. Where I am acting on behalf of an organisation, I confirm that I have authority to sign this Agreement on behalf of the organisation. I understand that I must be present at all times during the function to supervise and will be held accountable for any and all damages which are in excess of the hiring bond.

SIGNED _____ DRIVERS LICENCE NO. _____ DATED / /

PRIVACY STATEMENT

This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

OFFICE USE ONLY					
BOOKING FEE <i>(non-refundable)</i>	HIRE FEE (INCL GST)	ADDITIONAL FACILITIES (INCL GST)	BOND (INCL GST) <i>(refundable see terms & conditions)</i>	KEY DEPOSIT <i>(refundable see terms & conditions)</i>	Total Charges
\$	\$	\$	\$ Hall Checked / / Refund granted / / Bond Retained / /	\$ Key Returned / / Refund processed / /	\$
RECEIPT DETAILS					
DATE / /			AMOUNT PAID \$		SIGNED
RECEIPT No.			AMOUNT REMAINING \$		PRINT NAME
PAID BY <i>(please circle)</i> CASH CREDIT CARD DIRECT DEPOSIT CHEQUE - No.					
DIRECT DEPOSIT DETAILS					

OFFICE USE ONLY

Number attending does not exceed max. number permitted for facility	<input type="checkbox"/>
Identification verified (<i>Licence, Passport or Proof of Age Card</i>)	<input type="checkbox"/>
Public Liability Insurance/s attached (<i>if applicable</i>)	<input type="checkbox"/>
Safe Party Registered with NSW Police copy attached (<i>if applicable</i>)	<input type="checkbox"/>
Liquor Licence attached (<i>if applicable</i>)	<input type="checkbox"/>
All tables & chairs are clean, neatly stacked, put away & accounted for	<input type="checkbox"/>
All floors swept & undamaged	<input type="checkbox"/>
All tiled floors mopped	<input type="checkbox"/>
All crockery & cutlery is clean and accounted for (<i>as applicable</i>)	<input type="checkbox"/>
Kitchen benches, tables & sinks wiped over	<input type="checkbox"/>
Oven, refrigerator & microwave cleaned (<i>as applicable</i>)	<input type="checkbox"/>
Amenities area cleaned including hand basins & mirrors	<input type="checkbox"/>
All decorations and fastenings removed (incl bluetac, ribbons etc)	<input type="checkbox"/>
Any broken glass picked up	<input type="checkbox"/>
All rubbish removed from the buildings & bins left clean	<input type="checkbox"/>
All external grounds/gardens are free from rubbish	<input type="checkbox"/>
All lights, air conditioners & fans are turned off	<input type="checkbox"/>
All windows securely closed	<input type="checkbox"/>
All external doors are securely locked & alarm/s set (<i>as applicable</i>)	<input type="checkbox"/>
All goods, materials and property brought into the facility for the booking are removed	<input type="checkbox"/>
All damage to the hall is reported to Council/Committee (<i>as applicable</i>)	<input type="checkbox"/>
All Keys returned	<input type="checkbox"/>
All Emergency Equipment not tampered with	<input type="checkbox"/>

BOND REFUND APPROVED (*please circle*) YES NO BOND REFUND AMOUNT \$

COMMENTS (*incl breakages, additional cleaning required & time taken*)
