

APPLICATION FOR HIRE OF QUAIRADING MEMORIAL HALL

Organisation			
Contact Person			
Postal Address			
Contact Phone			
Email			
Contact During Event		Phone	
Type of Booking	<input type="checkbox"/> Event	<input type="checkbox"/> Casual / Private	<input type="checkbox"/> Meeting <input type="checkbox"/> Social/Sport
Hire Date		Hire Time	
Type of Hire	<input type="checkbox"/> Single	<input type="checkbox"/> Regular/Multiple days/Season	
Alcohol	<input type="checkbox"/> Sold	<input type="checkbox"/> Provided	<input type="checkbox"/> BYO
Please note: If you sell alcohol either directly or indirectly (ticket pricing) you are required to apply for a Liquor Licence and provide a copy of the RSA to the Shire of Quairading.			

Capacity:	Main Hall	288
	Lesser Hall	128
	Foyer	108
	TOTAL	524

CONDITIONS OF HIRE

- It is the responsibility of the hirer to make all attendees of the function aware of both the building exits and emergency assembly points as well as appointing a suitable warden who will ensure the building has been evacuated in the case of an emergency**
- An application for hire must be lodged on this an official application form at the Shire Council Office at least 24 hours prior to the commencement of hiring
- Hirer and Public are restricted to the specific area of hire
- Payment of prescribed Hall Hire Charges must be paid in full when keys are obtained from the Council Office prior to the use of the facility
- Hirer of any portion of the Hall shall comply with the provisions of the Health Act and Food Hygiene Regulations
- Alcoholic beverages shall not be brought into the facility or consumed in any portion of the Hall unless a Liquor Permit is obtained prior to the event from the Council Office
- In the case of a Cabaret or Ball or any event where substantial quantities of liquor are consumed, the Hirer must employ or otherwise have a person to constantly collect and remove all empty bottles, cans and refuse during the course of the event
- SMOKING IS NOT PERMITTED** in any part of the Quairading Memorial Hall (includes foyer, lesser hall, kitchen and toilets)
- Unless by prior arrangement and payment of relevant fees, no function shall commence before 9.00 am, or proceed beyond 12.00 midnight and no alcoholic beverages shall be served after 11.45 p.m. Council reserves the right to extend the hiring time limit

10. No hall plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from the Hall without permission from the Chief Executive Officer. The piano shall not be used or moved without permission from the Chief Executive Officer
11. Hirers are responsible for their own setting up and down of tables, trestles and chairs. Please ensure furniture is not dragged across wooden floors
12. The Hirer is responsible for all cleaning of the facility immediately following the conclusion of hiring. All hired areas used are to be thoroughly cleaned with cleaning equipment provided. All rubbish and kitchen waste is to be placed in the external rubbish receptacles provided
Additional cleaning due to a failure to leave the facility in a condition satisfactory to the Chief Executive Officer (or delegated officer) or any damage requiring repair as a result of the hiring will be funded from the Hall Hire Bond. If costs are in excess of \$675.00 a debt will be raised against hirer and will be recovered by Council
13. No person shall erect internal decorations, place nails, screws, adhesive tape or blue tack in the woodwork or walls in any part of the hall.
14. No person shall erect internal decorations, place nails, screws, adhesive tape or blue tack in the woodwork or walls in any part of the hall
15. All Hall equipment such as heaters, lighting, kitchen and bar equipment, fans and air conditioning must be turned off when departing the Hall. Please ensure that all windows and doors are locked. Fees will be incurred on failure to return keys, if lights are left on or if the air conditioner / heater are left on
16. A key Bond of \$200.00 applies and all keys must be returned to the Council Office by 10.00 a.m. on the day following the hiring
17. Hirers wishing to use the sound equipment and/or stage lighting must apply to the Council Office and must pay the prescribed bond and Hire Charge. Hirer is responsible to ensure that equipment is verified to inventory supplied and any loss will be charged to the Hirer
18. The cost of any damage caused to the building, furniture or fittings, or any property belonging to Council, by the Hirer or any other person in attendance, will be payable by the Hirer whose responsibility it is to ensure the safety of Council property during the period of hire
19. Council takes no responsibility whatsoever for any loss or damage to any property which is placed or left in the Hall by the Hirer and/or any other person(s) before, during or after the hire
20. I/We to indemnify the Shire of Quairading against all actions, claims, demands and costs arising out of or in connection with the hire of this facility
21. Any costs/commissions incurred by going to a debt collection agency to recover overdue accounts will be on-charged to the customer

Having read the Conditions of Hire listed, understand and agree to abide by and comply with the Conditions of Hire.

I declare that I have attained the age of 18 years and hereby indemnify the Shire of Quairading against any loss, damage or injury which may arise during the course of the hiring.

Signature of Hirer _____ Date: _____

BOND

The bond will be returned into a nominated bank account or by cheque. Please supply bank details:-

Account Name			
BSB		Account Number	

OFFICE USE ONLY

RECEIVING OFFICER					
Date Booked					
Date Paid			Receipt Number		
Hire Amount	\$		Bond Amount	\$	
Completed By			<input type="checkbox"/> Hire Agreement Completed	<input type="checkbox"/> Entered in Bond Register	
CLEANER					
Key Returned	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Additional Cleaning	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Hirer's Cleaning Cupboard Checked	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Cleaners Signature		
Notes					
ACCOUNTS					
Refund Amount			Bond Retained	Yes / No	Amount \$
GL Code	6222	GST:	\$ N	Creditor Number	
Completed By			Authorised By		
Date Bond Processed			<input type="checkbox"/> Bond Register Updated		