

APPLICATION FOR HIRE OF QUAIRADING COMMUNITY BUILDING AND CONDITIONS OF HIRE

Organisation			
Contact Person			
Postal Address			
Contact Phone			
Email			
Contact During Event		Phone	
Type of Booking	☐ Event ☐ Casual / Private ☐ Meeting		
Hire Date		Hire Time	
Type of Hire	☐ Single ☐ Regular/Multiple days		
Alcohol	☐ Sold ☐ Provided ☐ 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.		

1. 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.
2. Hirer and Public are restricted to the specific area of hire.
3. Payment of prescribed Community Building Hire Charges must be paid in full when keys are obtained from the Council Office prior to the use of the facility. **(A \$200 bond may apply on all major events and when alcohol is served / consumed.)**
4. Hirer of any portion of the Community Building shall comply with the provisions of the Health Act and Food Hygiene Regulations.
5. Alcoholic beverages shall not be brought into the facility or consumed in any portion of the Community Building unless a Liquor Permit is obtained prior to the event from the Council Office.
6. 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.
7. **SMOKING IS NOT PERMITTED** in any part of the Quairading Community Building.
8. Unless by prior arrangement and payment of relevant fees, no function shall 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.
9. No Community Building plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from the Community Building without permission from the Chief Executive Officer.

10. Hirers are responsible for their own setting up and down of tables, trestles and chairs. Please ensure furniture is not dragged across floors.
11. 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.
12. No person shall erect internal decorations, place nails or screws in the woodwork or walls in any part of the building. Internal decorations may be temporarily affixed with adhesive tape but must be completely removed following hiring.
13. All Community Building equipment such as heaters, lighting, kitchen and bar equipment, fans and air conditioning must be turned off when departing the building. Please ensure that all windows and doors are locked.
14. **A \$200 key bond applies and all keys must be returned to the Council Office by 10.00 a.m. on the day following the end of hiring.**
15. 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.
16. Council takes no responsibility whatsoever for any loss or damage to any property which is placed or left in the Community Building by the Hirer and/or any other person(s) before, during or after the hire.
17. 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.
18. 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.
19. 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

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				☐ Hire Agreement Completed ☐ Entered in Bond Register		
CLEANER						
Key Returned	☐ YES		☐ NO		Additional Cleaning	☐ YES ☐ NO
Hirer's Cleaning Cupboard Checked	☐ YES		☐ 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				☐ Bond Register Updated		