**hall Hire Application**

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| **Applicant Details** | | |
| Title: Mr Mrs MsMiss | Surname: | Given Name: |
| Name of Company / Organisation: | | |
| Postal Address: | | |
| Home Phone: | Work Phone: | Mobile: |
| Email: | | Application Date: |

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| **Event Details** | | |
| Birthday Party | | |
| Wedding Reception | | |
| Meeting | | |
| Training / Course: | | |
| Social Gathering (please specify): | | |
| Other (please specify): | | |
| Date of Event: | Start Time: | Finish Time: |

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| **Venue required:** |

Thargomindah Hall  Hungerford Hall  Noccundra Hall

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| **Facilities requires – Thargomindah Hall ONLY** |

Hall  Bar  Supper Room  Kitchen

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| **Fees and Charges: All fees and charges are as per Council’s adopted Fees and Charges Register**  **All cleaning costs and damages will be charged at cost.** |

**Thargomindah Hall:**

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| **Hall Facilities :** |
| **Security Deposit:** | |

**Hungerford Hall:**

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| **Hall Facilities :** |
| **Security Deposit:** | |

**Noccundra Hall:**

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| **Hall Facilities :** |
| **Security Deposit:** | |
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| **MasterCard / Visa Authority** |

Card Type:  Visa  MasterCard

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| Expiry Date: | Card No: |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| Amount: | Cardholder’s Name: | | | | | | | Signature: | | | | | | | | | | |
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| **Acknowledgement** | | | | | | | | | | | | | | | | | | |
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| I agree that I/the nominated organisation/group/individual shall be bound by and shall observe the terms and conditions attached and that such terms and conditions shall be deemed to be part of this Agreement. | | | | | | | | | | | | | | | | | | |
| Applicant Signature: | | | | | | | | | Date: | | | | | | | | | |

*Note: Keys for the Thargomindah Hall are to be collected from the Bulloo Shire Council Office,*

*68 Dowling Street, Thargomindah, during business hours.*

*Keys for the Hungerford Hall are to be collected from the caretaker, Sheree Parker or at the Royal Mail Hotel, Hungerford.*

*Keys for the Noccundra Hall are to be collected from the Noccundra Hotel.*

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| **Office Use Only** | | | |
| Date of Booking: |  | Deposit Amount Paid: |  |
| Entered in Venue Diary: | Yes  No | Hall Hire Amount Paid: |  |
| Entered By: |  | Receipt Number: |  |
| Keys Signed Out by: |  | Date Paid: |  |
| Date Deposit Refunded: |  | Receipting Officer: |  |
| Petty-Cash Voucher No: |  | Deposit Refunded by: |  |

**Terms and Conditions**

1. Hirer must be eighteen (18) years of age or over.
2. Payment of Hire Charge and Security Deposit is to be paid before hire period.
3. If the Hall is booked and no hire charge has been received by Council, Council will accept an alternate hirer.
4. Council staff has no authority to waive deposit / hire fees, a written application to Council is required.
5. Tables and chairs may be made available at no charge to residents of the Shire for a specific date only
6. If liquor is to be offered for sale to the public, a liquor license is to be obtained from the appropriate Department. Cans and kegs (no glass/bottles) only to be used.
7. Any damages incurred during the event are to be the responsibility of the hirer and repairs will be undertaken in accordance with any by-laws pertaining to the Public hall.
8. If the hirer shall fail or neglect or refuse to make good or repair any damage for which they are responsible as referred to in the preceding paragraph, the Council shall be at liberty to repair and make good the equipment, and the hirer shall pay to the Council upon demand all costs reasonably incurred by the Council in doing.
9. The hirer will indemnify and keep indemnified the Council from and against all actions, suits, proceedings, claims and demands which may be brought and maintained or made against the Council:
10. By any of the servants or agents of the hirer for any cost occasioned by or arising from the use of the equipment
11. By any person or persons arising out of or occasioned by any act or omission on the part of the hirer, their servants or agents or the failure of the hirer, their servants or agents to observe these terms and conditions; or
12. By any person, when using the equipment.
13. The Hirer is to ensure all facilities are to be left clean and tidy and the hirer shall be responsible for the following:
14. All lights to be turned off and all doors to be locked after each function.
15. All personal belongings to be removed from the hall the day following the event.
16. The Hirer is to provide own cleaning products (Council supplies mops, bucket and brooms)
17. Council’s cleaner, or in her absence a Council representative, will inspect the hall, and conduct an inventory, if necessary, the first working day following the event at 8:30am. The Hirer (or representative) may be present during this inspection and if a dispute arises, prior to any work being conducted by Council’s cleaner, a third party consisting of a member of Council’s Managers Team will inspect and their decision will be final. If the Hirer (or representative) is not present for the inspection, charges (if applicable) will be taken out of the security deposit and / or charged to the Hirer.
18. If chairs or tables are taken from the complex for a function they are to be returned to the complex the following day.
19. If facilities are not left in an acceptable condition, a cleaning fee will be deducted from security amount.