



HIRE OF COUNCIL FACILITIES

Name:		Mobile:	
Postal Address:			
Email:			
Organisation:			
Facility Requested: <input type="checkbox"/> Pavilion <input type="checkbox"/> Oval <input type="checkbox"/> Recreation Shed <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Town Hall <input type="checkbox"/> Council Chambers <input type="checkbox"/> Baptist Church <input type="checkbox"/> Centenary Park			
Purpose of Function:			
Dates/Times Required:		Date from:	Date to:
		Time:	Time:
Will alcohol be sold at the facility?		<input type="checkbox"/> Yes <i>(Liquor Licence required)</i>	<input type="checkbox"/> No
Will alcohol be served at the facility?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you seeking a waiver of hire fees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give evidence how this function will benefit the Woodanilling community?			
Person responsible for the key code:			

I/We have read, understood and agree to abide by the attached Conditions of Hire and the quoted fee.

I/We agree to indemnify the Shire of Woodanilling against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Hirer Signature: _____ Date: _____

OFFICE USE ONLY	
Does the application qualify for Fee Exemption: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Finance Policy #2 – Donations)</small>	Signed: _____ <small>CEO/DCEO Only</small>
Recorded on Facility Bookings Diary: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Quote No:	Quote Amount:
Paid Date:	Receipt No:
Date Bond Refunded:	Amount Refunded:



Submit

Reset Form



CONDITIONS OF HIRE

Shire Hall:	Private Functions	Up to 24 hour hire	\$66.00 inc GST
	Funeral (includes set up & pack up but <u>not</u> cleaning)		\$220.00
	Meetings Hall	Up to 8 hour hire	\$22.00 inc GST
	Hall Kitchen only	Up to 24 hour hire	\$11.00 inc GST
	Council Chambers (conditions apply)	Up to 8 hour hire	\$66.00 inc GST
	Service of alcohol fee		\$38.50 inc GST

*Bond of \$220.00 is payable for the hall by all users 14 days in advance.
No booking will be accepted without a bond being paid.*

Oval and/or Buildings:	Pavilion or Recreation Shed (<i>no grounds</i>)	Up to 24 hour hire	\$192.50 inc GST
	Grounds (access to ablutions only)	Up to 24 hour hire	\$132.00 inc GST
	Grounds & Buildings	Up to 24 hour hire	\$324.50 inc GST
		Up to 4 hour hire	\$162.25 inc GST
		Per Hour or part of	\$40.70 inc GST
	Funeral (includes set up & pack up but <u>not</u> cleaning)		\$385.00 inc GST
	Cleaning Fee	Optional	\$330.00 inc GST
	Tennis Courts	Up to 4 hour hire	\$11.00 inc GST
	Service of alcohol fee		\$42.35 inc GST

*Bond of \$400.00 is payable for the recreation grounds/building by all users 14 days in advance.
No booking will be accepted without a bond being paid.*

Conditions

- Telephone/email enquiries may be made to check the availability of any facility, but bookings will not be confirmed and key codes will not be issued until the attached form is returned with payment in full of all fees including bond.
- Bond money is refundable after the hire period subject to the facility being left in a satisfactory condition.
- Cancellations of bookings must be in writing, and a minimum of 48 hours' notice is required to receive a full refund of the booking fee. Variations to the hire may be made by telephone.
- It is the responsibility of the hirer to arrange any Liquor Licences from the Department of Racing, Gaming and Liquor, and the Shire must receive a copy of the Licence prior to handing over the key code.

Responsibilities of the Hirer

- All facilities must be left in a clean and tidy condition when finished.
- The hirer is solely responsible for the setting up and packing up of the facility (except funerals), including crockery, cutlery, chairs and tables which must be packed away in accordance to guidelines provided.
- Alcohol must not be stored at any facility overnight, and must be removed immediately after the hire period. All food must also be removed from the facility immediately after the hire period.
- The servery fridge must be turned off after the hire period, and the doors must be left open to prevent odour and mould.

A QUOTE OF HIRE WILL BE ISSUED ON COMPLETION OF THIS HIRE APPLICATION. PLEASE RETURN YOUR SIGNED QUOTE OF HIRE WITH PAYMENT IN FULL TO SECURE YOUR BOOKING.

