

# Shire of Dumbleyung FACILITY HIRE FORM



**\*\*This form is to be completed and returned to the Shire Administration Office Five (5) working days before the event to ensure availability (Funerals/Memorials exempt) \*\***

## 1. HIRERS DETAILS

HIRERS NAME			
ADDRESS:			
RESPONSIBLE PERSON			
TELEPHONE:		WILL ALCOHOL BE CONSUMED? <small>(IF YES, AN 'APPLICATION FOR LIQUOR LICENCE' IS REQUIRED)</small>	Yes / No
EMAIL:			
DATE HIRED FROM		DATE HIRED TO	
TIME HIRED FROM	AM/PM	TIME HIRED TO	AM/PM
SIGNATURE		DATE:	

## 2. EQUIPMENT REQUIRED

OVEN/STOVE	<input type="checkbox"/> Yes <input type="checkbox"/> No	DINNER PLATES	
BAIN MAIRE	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many? ____	B 'N' B PLATES	
CHAIRS	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many? ____	SOUP BOWLS	
TABLES	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many? ____	DESSERT BOWLS	
URNS	<input type="checkbox"/> Yes <input type="checkbox"/> No How Many? ____	CUPS	
		SAUCERS	
		KNIVES	
		FORKS	
		DESSERT SPOONS	
		SOUP SPOONS	
		TEAPSOONS	
OTHER EQUIPMENT			

### OFFICE USE ONLY

SIGNATURE OF OFFICER:			
FEE PAYABLE: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	FACILITY HIRE MEMBERS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<small>IF A FACILITY HIRE MEMBER, NO DEPOSIT REQUIRED</small>		DEPOSIT PAID: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
KEY NUMBER ISSUED:			
ENTERED INTO CALENDAR TO ADVISE CLEANER:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### TERMS & CONDITIONS:

On signing of this form, I hereby agree to the following;

1. Ensure that the hiring organisation has their own public liability.
2. Pay the appropriate bond at the time of the booking.
3. Pay for any related damages/cleaning to the building that may be necessary following use of the building by my/our function that exceeds the bond.
4. Abide by Council's policy relating to smoking in all shire owned and controlled buildings. (See Over)
5. Ensure that the building is left in a clean and orderly state after use as per Council Policy (See Over).

## **POLICY:**

*A ban applies on smoking in all shire owned and controlled buildings including shire vehicles and plant.*

*That the deposits for hall hire where permits for liquor consumption have been issued, is \$200.00. Otherwise the minimal bond of \$150 is to apply, the bond is to be paid to the shire office or the Kukerin caretaker prior to the issue of keys, and that the building hired is to be clean and tidy in compliance of the following:*

- 1. All floors are vacuumed / mopped.*
- 2. All bench and table surfaces are wiped and clean.*
- 3. All urns are emptied.*
- 4. All rubbish is collected and deposited in outside bins.*
- 5. Spillage on all furniture is wiped off prior to stacking chairs and tables away. Please ensure chairs and tables are left stacked neatly away where they came from.*
- 6. Any crockery and cutlery used is washed and put away.*
- 7. All ovens are cleaned after use.*
- 8. All decorations are removed.*
- 9. The bar area, if used, left in a clean and tidy state.*
- 10. All lights, heaters and air-conditioners to be turned off.*
- 11. All toilets are left in a clean and tidy state. Council's caretaker will mop the toilet area following use of the facility.*
- 12. All doors, both internal and external, are locked before leaving.*
- 13. Additional cleaning costs may be charged or will be recoverable from the hirer of the facility and/or deducted from bond monies held by Council.*
- 14. The building is inspected prior / after use with the hirer by the CEO or Delegated staff member.*

## **DELIVERY**

If delivery of equipment is required a minimum charge of \$77 is applicable. Delivery charges can be found in the associated years Fees & Charges set out by council.

*\*Prices above do not included deliver by the Shire or an agent of the Shire.*

## **FACILITY HIRE MEMBERSHIP**

All Community, Sporting Groups and Schools the ability to take up the Facility Hire Membership that will allow access to any shire controlled facility (including equipment, excluding swimming pool & squash courts) at no further cost. Please note however, delivery fees will apply if equipment is not being used at a Shire facility and delivery is required.