

HALL BOOKING FORM

Date: _____

Name of Hirer / Group: _____

Contact person (if Group): _____

Address of Hirer: _____

Phone No: _____ **Mobile:** _____ **Email:** _____

Purpose of hire: _____

Public Liability Insurance: N/A Policy sighted _____

Start of Hire: Date: ____/____/____ Day: _____ Time: _____ am/pm

End of Hire: Date: ____/____/____ Day: _____ Time: _____ am/pm

Hire Category: *Per hour \$10 (No. hrs)* ____ *1/2 day (6 hrs) \$42* *1 day (12 hrs) \$95*

Overnight (24 hrs) \$115 *Extra days @ \$60 No. of days* ____ *Other* _____

Hire Fee: \$ _____

Payment type : Cash Cheque Online Transfer

Low *High*

Risk rating:

Bond fee: \$ _____

Payment type : Cash Cheque Online Transfer

Two separate cheques
made out to:
BVSC Nethercote Hall

Cash to be put in
separate envelopes

NB: Payments by Bank Transfer to: BSB 641800 AC No. 200667261 Ref:(Surname) -hallhire.

NB: We are required to advise the police of any bookings for events involving the sale of alcohol.

Conditions of hire signed:

Copy of conditions of hire issued:

Key No. _____ Issued (Hirer's signature) _____

Post hire inspection completed Key returned (Hirer's Signature) _____

Full bond refund Bond returned: \$ _____

Part bond refund Amount returned: \$ _____

No bond refund Excess owing Amount : \$ _____

Payment details: _____

Read and sign page 2!

Proof of \$20 million Public Liability Insurance is required from sporting bodies, clubs, associations, corporations, incorporated bodies and other profit making entities.

Hire Fees: A deposit of 20% is to be paid at the time of booking with the remainder to be paid **14 days prior to the hire** commencing.

Bond: The bond is to be paid in full at least 14 working days before the hire. A check of the hall will be conducted as soon as possible after the hire to determine the return of the bond. It is preferable that the hirer is present for this. The hirer is liable for any **additional costs** in excess of the bond to meet the full cost of repairing damage incurred during the hire or any extra cleaning that is required.

Cancellation Fee: Cancellations less than ten days from start of hire incur a fee of 20% of the hire fee or a minimum of \$30.

Payment of Fees: Hire and bond costs can be paid by cash, online transfer (BSB 641800, AC No.200667261, Ref (Surname)-hallhire), or 2 separate cheques payable to: BVSC Nethercote Hall. Post to: PO Box 164, 2551 Eden.

On hiring the Nethercote Hall, the hirer agrees to:

- sign the hire form and acknowledge reading and understanding conditions of hire
- pay the fees and bond in the manner and time agreed
- obtain relevant licenses for alcohol and reproduction of music (APRA) etc.
- abide by notices in the hall relating to special conditions. In particular:
 - no smoking inside any part of the hall
 - no using blu tack, nails, tape or other fasteners to attach items to the walls
 - restrict children under the age of 10 years from the kitchen
- leave the hall in a safe and tidy condition which includes:
 - return all furniture and crockery to their original positions
 - switch off all lights (except external sensor lights), fans, heaters, gas, hot water and electrical appliances
 - leave urn and kettle empty and with lids off
 - leave chopping boards to air dry thoroughly
 - empty dishwasher, pull plug, and clean (as per instructions on dishwasher)
 - lock all doors and windows
 - clean tables, wash dishes and sweep and damp-mop floors (cleaning products are supplied).
Please ensure cleaning equipment is used only in the room it is designated for.
 - clean stove and oven
 - removing all rubbish and recycling into appropriate outside bins**
- report breakages or faulty items in the message book
- insure personal effects brought to the hall
- keep noise to a reasonable level and be respectful of neighbours.**
If noise levels are so excessive that the police are called, this may result in the bond being retained.
- provide and organise security personnel where required
- not use drums or tubs containing ice in the hall or supper room
- not light fires (including in the fireplace) or have barbeques inside the hall
- not exceed the maximum occupancy number of (*to be advised*) people
- ensure that the driveway and area in front of the Bush Fire Brigade shed is kept clear at all times**

Failure to meet any of these may result in losing your bond or part thereof.I,
_____ certify that I am 18 years or older and that I
have read and understood the above conditions or hire pertaining to the Nethercote Hall.