

COMMUNITY HALLS AND RECREATION GROUNDS HIRE FORM

— SHIRE OF WILLIAMS —



APPLICANT DETAILS

FAMILY NAME	<input type="text"/>	GIVEN NAME	<input type="text"/>
ADDRESS	<input type="text"/>		
PHONE	<input type="text"/>		
EMAIL	<input type="text"/>		

FUNCTION DETAILS

DATE	<input type="text"/>	TIMES OF HIRE	<input type="text"/>				
TYPE OF FUNCTION <small>(What the venue will be used for?)</small>	<input type="text"/>	PRIVATE	<input type="checkbox"/>	PUBLIC	<input type="checkbox"/>	COMMERCIAL	<input type="checkbox"/>
VENUE: RAM SHED	<input type="checkbox"/>	PAVILION	<input type="checkbox"/>	MEMORIAL HALL	<input type="checkbox"/>	OTHER	<input type="text"/>
OVAL	<input type="checkbox"/>	RSL HALL	<input type="checkbox"/>	ARTS & CRAFTS CENTRE	<input type="checkbox"/>		
KITCHEN HIRE: MAJOR	<input type="checkbox"/>	MINOR	<input type="checkbox"/>	NONE	<input type="checkbox"/>		

PLEASE NOTE IF ALCOHOL IS TO BE CONSUMED AT THIS EVENT - A LIQUOR PERMIT WILL NEED TO BE REQUESTED.

DETAILS OF PAYMENT

CASH	<input type="checkbox"/>	EFT	<input type="checkbox"/>	CHEQUE	<input type="checkbox"/>	DIRECT DEPOSIT	<input type="checkbox"/>
ACCOUNT NAME: Shire of Williams		BSB: 016 770		ACCOUNT NUMBER: 1102 09112			

CERTIFICATION OF AGREEMENT AND UNDERSTANDING

I, _____ Hereby understand and agree to the terms and conditions
of hiring the Shire of Williams Community Building (as laid out on the reverse of agreement)

APPLICANT SIGNATURE

DATE

OFFICE USE

INVOICE #	<input type="text"/>
ISSUING OFFICER	<input type="text"/>
AMOUNT	<input type="text"/>
DATE	<input type="text"/>
SIGNATURE	<input type="text"/>

WILLIAMS SHIRE BUILDINGS

CONDITIONS OF HIRE



— SHIRE OF WILLIAMS —

INTRODUCTION

Council is ensuring that a venue is in a clean and well maintained condition prior to use. Council's Caretaker will be inspecting venues prior to use to ensure that the facility is in suitable condition. The cooperation of Hirers is sought in fulfilling the conditions of hire and ensuring that the facility is left as found.

OVAL AND SURROUNDS

- All litter to be collected and deposited in bins as provided. Hirers will be charged the prevailing hourly rate for any litter that needs to be collected by Council staff.
- All personal equipment to be removed within 24 hours.
- Oval lights to be switched off.

RECREATION BUILDINGS AND HALLS

- All floors to be swept or vacuumed and mopped if necessary.
- All bench surfaces to be wiped down.
- All rubbish bins to be collected and deposited in outside bins.
- All urns to be emptied and inverted.
- Spillage on all furniture to be wiped off prior to stacking chairs and tables away. Chairs and tables to be stacked neatly in storeroom (hall) or designated area (pavilion).
- All crockery and/or cutlery used to be washed and stored away. A stocktake of crockery and cutlery will be carried out before and after hire and hirers charged for replacement of any broken or missing items.
- All stoves, ovens, warmers and deep fryer etc to be cleaned after being turned off.
- All decorations, blue tack and personal equipment to be removed.
- Bar area when used to be wiped down and floor mopped.
- All lights and heaters to be turned off.
- All toilets to be left in a clean and tidy condition.
- All external doors to be locked prior to leaving.
- Venue to be cleaned after function or prior to 10.30am the following day. In the event of another function being held on the following day cleaning will need to be completed prior to commencement of that function. Hirers wishing to use the Pavilion Bar during the Football Season to liase with the Williams Football Club regarding removal or replacement of Bar Stock.
- Hirers to report any breakages or damage to Councils Caretaker / or Council Officer.
- Hirers will be liable for the cost of any damages and / or breakages. Any additional cleaning required will be charged to the Hirer at the prevailing hourly rate.
- Seasonal Hirers with keys to advise Council of names of key holders.
- Hire charges can be settled at the time of use or arrangements made for an account to be forwarded to the hirer.

THANK YOU FOR YOUR COOPERATION