

Application to Hire Pearcedale Public Hall

Corner Pearcedale and Queens Road, Pearcedale (Melway Ref 140 J6)
Booking Officer: 0428 774 206

Hire Details

| | | | | |
|----------------------------|------|-------|----|-------|
| Date | | | | |
| Duration | From | am/pm | To | am/pm |
| Type of Function | | | | |
| Number of People Attending | | | | |

Hirer Details

| | |
|----------------------|--|
| Organisation / Hirer | |
| Contact Person * | |
| Address | |
| Telephone * | |
| Mobile * | |
| Email Address * | |

*Denotes Mandatory Information

Terms and Conditions

I hereby apply for the hire of the Public Hall.

I certify that I have obtained a current copy of the conditions of hire and undertake to comply with all of these conditions, including adequate insurance cover and securing of applicable licences.

The Hirer(s) hereto agree to indemnify and to keep indemnified and to hold harmless the council, it's servants and agents and of each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it or any of them arising out of or in any way related to the hire of the facility herein.

The Public Hall is available for hire by individuals, community organisations and businesses. A bond is fully refundable on satisfactory post hire inspection. It is the responsibility of the Hirer who signs this application to ensure compliance with the conditions of hire.

The Hirer must not assign or sublet the facility to any other person or organisation. Access to the facility is from the time of hire only and is not necessarily exclusive. Set up time for functions may be arranged with the Booking Officer as described in the conditions of hire. Entry at other times will entail forfeiture of the bond. All cleaning must be completed and the premises vacated by the end of the hire time. Failure to comply with this regulation may result in forfeiture of the bond.

Documents to be attached if applicable

| | | |
|---|------------------------------|-----------------------------|
| A copy of Liquor Licence if alcohol is sold or included as part of the ticket price | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A copy of Temporary Food Premises permit if food is sold | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A copy of the Partysafe registration form lodged with the local Police | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Complete and return application form to The Booking Officer PearcedalePublicHall@gmail.com or post to PO Box 1457 Pearcedale 3912, together with copies of the documents indicated if applicable.

Payment Method

To secure your booking please return forms with payment to Booking Officer

| | | Comments |
|----------------------------|-----------------|----------|
| Hall Hire | \$ _____ | |
| Public Liability Insurance | \$ _____ | |
| Extras | \$ _____ | |
| Bond | \$ _____ | |
| TOTAL | \$ _____ | |
| Cancellation Fee | \$ _____ | |

I understand my booking will not be confirmed until payment of the **deposit, bond and all documentation** is complete.

Acceptance of Hire

Applicants Signature

Date

**SMOKING IS NOT PERMITTED IN OR WITHIN 10 METRES OF THIS COUNCIL BUILDING.
Should there be evidence of smoking at any function the entire bond will be forfeited.**

NO ALCOHOL CONSUMPTION IS PERMITTED OUTSIDE THE HALL.