

Date: _____

Nethercote Hall Management Committee Booking Form

Name of Hirer / Group: _____

Contact person (if Group): _____

Address of Hirer _____

Phone No: _____

Mobile: _____

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

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

Hire Category: *4hr* *Day* *24hr* *2 days* *3days* *other* _____

Hire Fee: \$ _____ Deposit 20%: \$ _____

Deposit Paid: Payment Type: _____ Total paid Payment Type: _____

Purpose of Hire: _____

Risk Rating: *Low* *Med* *High*

Bond Fee: \$ _____ Paid: Payment Type: _____

Conditions of Hire signed Copies of conditions of Hire issued

Key Issued: (Hirer's Signature) _____

Key Returned: (Hirer's Signature) _____

Post Hire inspection completed

Bond return:

Full bond Amount returned: _____ Cheque No: _____

Part/No Bond Amount returned: _____ Cheque No: _____

Excess owing Amount returned: _____ Cheque No: _____

Nethercote Hall Management Committee

Conditions of Hire

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.

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.

Additional costs: The hirer is liable for any 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.

Payment of Fees: Hire and bond costs can be made by cash, cheque (payable to Nethercote Residents Association) or bank transfer (BSB: 641 800 Account: 200533113 Ref: Name of hirer)

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
- leave the hall in a safe and tidy condition which includes:
 - returning all furniture and crockery to their original positions
 - switching off all lights, fans, heaters, hot water and electrical appliances
 - locking all doors and windows
 - cleaning tables, washing dishes and sweeping floors (cleaning products are supplied)
 - removing all rubbish
- insure personal effects brought to the hall
- Keep noise to a reasonable level and be respectful of neighbours
- 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 XXX people
- ensure that the driveway and area in front of the Bush Fire Brigade shed is kept clear at all times
- restrict children under the age of 10 years from the kitchen

I, _____ certify that I am 18 years or older and that I have read and understand the above conditions of hire pertaining to the hire of the Nethercote Hall.