

MANJIMUP TOWN HALL HIRE AGREEMENT

NOTE: Please contact the Council's Administration Centre if you are requiring further information on 9771 7777.

I _____ of _____
(Name) (Address and Telephone)
and representing _____ acknowledge and agree to
(Community Group/Organisation)
abide by the terms and conditions set out below.

Date of hire ___/___/___ to ___/___/___ Time of hire _____ am _____ am
pm to _____ pm
(Please ensure that time has been provided for the setting up and cleaning of the hall)

PREMISES MUST BE VACATED BY 12 MIDNIGHT.

Purpose of Hire: _____

Will there be amplified music? YES / NO
Will alcohol be consumed? YES / NO
Will food be available? YES/NO

HIRE FEES

Half Day (up to 4 hours)	\$55.00
Full Day (more than 4 hours)	\$100.00
Evenings	\$147.00
Band, Disco, Travelling Shows and/or Commercial Activity	\$290.00
 Kitchen Hire-Per Function	 \$72.50
Kitchen Hire Only (up to 4 hours)	\$72.50
More than 4 hours	\$18.00/hour
 Table Hire	 \$5.50 per table
 Kitchen Required: YES / NO	 No Of Patrons Expected _____ (Max 291)
HIRE FEE \$ _____	BOND \$ _____
	KEY BOND \$20.00

I have read and agree to the 'Conditions of Hire' (See over):

Hirers Signature - _____ Date: _____

PERMITS: Liquor Licence (available from Clerk of Courts) – sighted
Temporary Food Permits (available from Shire Office)

Approved : _____ Shire Representative. Date: _____

See reverse of sheet for "CONDITIONS OF HIRE"

It is a condition of hire that you obtain the necessary license(s) from Phonographic Performance Company of Australia (PPCA) when your function will be using sound recordings. If you require further information please contact PPCA Licensing Department on (02) 8569 1111.

CONDITIONS OF HIRE

- **Venue must be vacated by no later than 12 Midnight;**
- **Hire fee must be paid before receiving key to building;**
- **At least 48 hours notice must be provided for cancellations of the hall hire bond will be forfeited.**
- *Key Bond must be paid before receiving key to building;*
- **Shire must be notified of any cancellations at least 24 hours prior to the date of the booking or full fees will be charged;**
- **Any damage to the building, including fixtures, fittings and furnishings, other than normal wear and tear will be at the expense of the hirer;**
- *Decorations to the venue are allowed only if authorised by Council staff. Use of tape on walls is not permitted;*
- *Hirers are to carry out directions from authorised officers of the Shire at all times as stated under the provisions of Local Laws, State or Federal Statutes.*
- *Hirer is to comply with maximum accommodation numbers relevant to the building and the function, 291 is the maximum numbers allowed;*
- *All relevant permits referring to food preparation must be sighted prior to event;*
- *Consumption of alcohol is strictly prohibited unless previously agreed to and/or relevant permits sighted prior to function;*
- *The external area and the building itself must be left in a totally clean condition. All refuse is to be placed in bins provided and properly covered.*
- *The furniture and fittings are to be returned to storage area and left in a totally clean condition;*
- *All floors, cupboards, food preparation areas, refrigerators, stoves, toilets and tiled areas adjacent to those food preparation areas in the kitchen shall be left in a clean and hygienic condition. **All breakages and losses shall be payable by the hirer.***
- *All electrical appliances, unless stated otherwise, **MUST** be emptied, turned off and the plugs removed from the wall.*
- **Failure to leave the kitchen in a clean and hygienic condition will result in it being cleaned at the hirers expense.**
- *No fixtures, fittings or furnishings, including electrical installations and kitchen equipment shall be interfered with, modified or tampered with in any way.*
- *Electrical devices including those used for amplification, lighting and entertainment in general shall be in good working order and of a type approved by relevant authorities.*
- *All hirers are required to vacate the premises at the prescribed time, as stated on this agreement, this includes all equipment;*
- *Setting up of functions prior to the prescribed booking time must be authorised by the Shire;*
- **All lights are to be switched off and ALL EXTERNAL DOORS MUST BE LOCKED when leaving the building;**
- *The Shire of Manjimup reserves the right to refuse any application to hire its venues.*