

Bundalaguah Myrtlebank Hall Hire Agreement

Please complete this form to apply for your booking. The booking will be reviewed by the committee and confirmed after receipt of all required information. A deposit of \$250 or your credit card details are required with your Hall hire payment, to confirm the booking.

HIRER'S DETAILS (The person named here will be responsible for payment of the Hall Hire fee and all cleaning, rubbish removal and key return.)

Name _____

Address _____

Email address _____

Mobile Phone _____ Other phone _____

Function Date _____ Function time _____

Set up time _____ Exit Time _____

Venue required Hall Kitchen Supper Room

Number of people attending: Adults _____ Children _____

Type of Function _____

Will alcohol be served YES NO Will alcohol be sold YES NO (a licence will
be required)

Please list all equipment being brought to the venue:

Are you having entertainment: Band DJ Entertainers ipod

Sound/lighting projector/laptop other

To use the quality sound system at the Bundy Hall, please contact Paul Versteden on 0429352373

Credit Card Details: These are required for any default payments if the Hall is not left in a clean and undamaged state. A deposit of \$250 is an alternative option.

Card number _____

Expiry date _____ Visa or Master card Card security code on back of the card _____

Payment of Hall Hire fee: Please pay for your Hall Hire fee by direct deposit to the Hall :

Bundalaguah Myrtlebank Hall bsb 083879, account 649708273 and be sure to put your name and 'Hall Hire' on the form.

Food safety information: If you are serving food and drinks at the Function it is your responsibility to comply with good food handling practice and obtain any necessary food handling permits.

Cleaning Requirements:

The requirements of the Bundy Hall Committee for cleaning the Hall after a Function include -

- * Pick-up all rubbish in the Hall and the grounds and put in the bins. Wash dishes used and tidy kitchen and supper room.
- * Bench tops must be clean and all food residue removed.
- Pack up tables and clean and wipe down and put along south wall of the supper room. » Stack chairs in the supper room, Bench seats remain in in the Hall.
- * Remove all decorations unless they are to be used for a future Function.
- Sweep all floor areas used and mop, (use water with a dash of methylated sprits) especially those areas where food and drink has been spilt.
- * Wipe toilets and replenish with paper, etc. Turn off pump switch, turn off tap at the tank and disconnect pump and return it to the supper room.
- * Turn off power point to the hot water service,
- * Check all windows and doors are locked.

Cleaning equipment and toilet supplies are in the entrance to the men's toilets. Key to the hand towel holders is in the ladies paper hand towel unit.

When all necessary cleaning has been completed the hirer should contact one of the following Hall Committee members to organise an inspection of the hall and accept the return of the key —

Noel & Marion Atherstone Mobile: 0409 372 517

Bronwyn Hillbrick 0428 551 993

John and Elisa Buxton Tel: 51472403

Application for Hire:

I am over 18 years of age and agree that the above information is true and correct and the booking for the Hall will remain tentative until it is confirmed in writing. I acknowledge that I have read the Hall Hire Agreement and accept the Terms and Conditions as set out in the Hall Hire Agreement. All of the information in this Application Form shall be incorporated in the Hall Hire Agreement as if set out in full. I have read and fully understand the terms and conditions for hiring the hall as set out on the hall website. I also acknowledge that by completing and signing this application I will be jointly and separately liable with the applicant for compliance with all the terms and conditions imposed for the hiring of the hall.

Signature: _____ Print Full Name

Date: _____