

## Bundalaguah Myrtlebank Hall Hire Application

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. Your credit card details are required in lieu of a deposit, and your Hall hire payment must be deposited to our bank account to confirm the booking. Please make sure that you have your own **Covid safe plan** for your Hall hire as the Bundy Hall is not responsible for this. We do supply a sign in book and QR code, hand sanitiser and surface cleaner and disposable cloths. The main hall is 180 square metres so with 1.5m social distancing will hold 90 people. The supper room will hold 10 people.

### 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 ( licence required)    NO

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

### Insurance Details

Do you have Public Liability Insurance?    YES                  NO

If Yes , please provide : Insurer \_\_\_\_\_

Amount of Cover: \$ \_\_\_\_\_ Policy Number: \_\_\_\_\_ Policy Expiry date: \_\_\_\_\_

**Payment of Hall Hire fee:** Please pay for your Hall Hire fee by direct deposit to the Hall : Bundalaguah Myrtlebank Hall bsb 083879, account 649 708 273 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.

**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 NO LONGER REQUIRED Name \_\_\_\_\_  
Expiry date \_\_\_\_\_ Visa or Master card Card security code on back of the card \_\_\_\_\_

**Cleaning Requirements:** An extra charge will be imposed if cleaning is not adequate. The requirements of the Bundy Hall committee after a function include:

# Pick up rubbish in the Hall and grounds and put in bins. Wash dishes used and tidy kitchen and supper room. Bench tops must be clean and all food residue removed. **All surfaces must be wiped down with antiseptic to be Covid safe.**

# Pack up tables and clean and wipe down and put on the trolley under the stage. Stack chairs in piles of 11 in the store room. Bench seats remain 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 spirits) especially those areas where food and drink has been spilt.

# Wipe toilets and replenish with paper, etc. Hand paper and toilet paper are in the cupboard at the entrance to the mens toilets. Key to the hand towel holders is in the ladies paper towel holder.

# Cleaning detergents, cloths, disinfectants etc. are stored under the kitchen sink.

# Brooms and mops are behind the door in the store room.

# Check all windows and doors are locked.

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

Bronwyn Hillbrick 0428 551 993

Noel & Marion Atherstone Mobile: 0409 372 517

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: \_\_\_\_\_