



TRIM Reference: _____

APPLICATION FOR HIRE – MULLEWA FACILITIES

PART 1: CONTACT DETAILS

Applicant's Name: _____

Postal Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

PART 2: BOND REFUND

Account Name: _____

Bank BSB: _____ Account Number: _____

PART 3: FACILITY HIRE *Please tick appropriate boxes*

Rec Centre Swimming Pool Lesser Hall Town Hall

If you are hiring the Recreation Centre, please tick appropriate areas:

Dining Area and Kitchen Oval Stadium

PART 4: FUNCTION DETAILS

Type of Function: _____

FUNCTION SET-UP Date: _____

Start Time: _____ am/pm Finish Time: _____ am/pm

FUNCTION TIME Date: _____

Start Time: _____ am/pm Finish Time: _____ am/pm

FUNCTION PACK-DOWN Date: _____

Start Time: _____ am/pm Finish Time: _____ am/pm

PART 5: EQUIPMENT HIRE

COMPLIMENTARY ITEMS

Extra Bins Urn

ADDITIONAL CHARGES

Crockery and Cutlery Bain Marie Extra Tables/Chairs



PART 6: FEES AND CHARGES

2019/2020	FEES	BOND
FACILITIES		
Recreation Centre		Bond 200% or \$ 780.00 <i>if alcohol is being served</i>
▪ Stadium	\$ 260.00	
▪ Dining Room	\$ 250.00	
Town Hall	\$ 240.00	
Lesser Hall	\$ 94.00	
EQUIPMENT		
Bain Marie	\$ 55.00	
Crockery & Cutlery		
▪ 40 piece setting	\$ 57.00	
▪ 70 piece setting	\$ 87.00	
▪ 100 piece setting	\$ 107.00	
Extra Table & Chairs <i>(8 chairs per table)</i>	\$ 9.50	

PART 7: ALCOHOL *Please tick appropriate boxes*

Will Alcohol be consumed? Yes No

Will Alcohol be sold? Yes No

If alcohol is to be at the event, the hirer is required to liaise with the Officer-In-Charge at the Mullewa Police Station. If alcohol is to be for sale, or supplied, the hirer will also need to apply for a Casual Liquor Licence Permit from the Geraldton Courthouse.

A copy of the permit is to be provided to the Mullewa District Office, prior to the collection of the keys.

PART 8: TERMS AND CONDITIONS

I/We will indemnify the City of Greater Geraldton against all actions, claims, costs and demands arising out of or in connection with the use of these premises.

The premises are to be left clean and free of all items and equipment of the hirer. Any items or equipment other than the City's property, left behind at the venue will be disposed of.

Functions using the premises beyond 11pm – unless otherwise notified, the Hirer is required to vacate the premises by 12 noon the following day.

I/We have read, understood and agree to abide by the Conditions of Hire attached to this application.

Print Name: _____

Signature: _____ Date: _____

OFFICE USE

ADDITIONAL ITEMS *Customer Service Officer to cover with the Hirer*

ITEMS	CSO	HIRER
<input type="checkbox"/> Cleaning: clean floor & wiped down benches (mops, brooms, etc. are supplied)		
<input type="checkbox"/> Cleaning: clean & wipe down table & chairs		
<input type="checkbox"/> Doors: make sure all doors are locked		
<input type="checkbox"/> Remove all rubbish: place in outside bins		
<input type="checkbox"/> Table & Chairs: stacked as before		

FEES AND CHARGES

- Venue Hire: \$ _____
- Bond: \$ _____
- Equipment Hire: \$ _____
- TOTAL \$ _____

Receipt Number: _____

CUSTOMER SERVICE OFFICER SIGN-OFF

Print Name: _____

Signature: _____ Date: _____