



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
<b>FACILITIES</b>		
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	
<b>EQUIPMENT</b>		
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: \_\_\_\_\_