

CONDITIONS OF HIRE

Conditions of Hire for all Mullewa Buildings and Facilities.

1. All hire charges and bonds need to be paid at the Mullewa District Office before the keys can be issued.
2. The bond will be refunded once the keys are returned and advice is received (from the responsible City employee) that the premises and equipment have been left in a suitable state.
3. The cleaning of the facility is your responsibility, this includes the area outside. If the premises are left in an untidy state and if the City is required to clean them, the costs involved in this cleaning will be deducted from your bond.
4. You are responsible for any loss or damage to the facility (other than normal wear and tear) that occurs during your event. At the discretion of the City, the cost to repair any damage or loss will be invoiced to you.
5. These are Non-Smoking facilities. It is your responsibility (as the hirer) to ensure that people attending you function respect this.
6. It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the City of Greater Geraldton. If you plan to sell liquor, an additional license must be obtained from the Police Station.
7. You are responsible for the keys. If a key(s) is lost, the relevant lock(s) will be replaced and the cost of this replacement will be your responsibility. Do not give the key(s) to any other people.
8. Hire of the venue is only until the time specified in the approved letter. Use of the venue outside of these hours will result in the loss of your bond.
9. Under no circumstances can any designated exits for the Public area you have hired be locked or obstructed in any way whilst the building is in use.
10. Please ensure all doors (internal and external) are locked before departing the premises.
11. Follow the current COVID Safety Plan applicable to the relevant building or facility.

Michelle Plume

PLACE MANAGER MULLEWA

Mullewa District Office

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MW02

Development and Community Services Department

TRIM REFERENCE

D-17-92554