



Mirboo Recreation Reserve – hall hire form

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| Hirer: | | Hire date: | |
| Phone number: | | Start time of hire: | |
| Event description: | | End time of hire: | |
| Bank account name, BSB & number (for return of bond) | | | |

Hall hire terms & conditions

- This hire form must be completed and returned, and hire fee and bond both paid, before the booking can be confirmed.
- Hire start and end times need to allow for set up, clean up and pack up time, as well as for the function itself.
- Payment of hire fee and bond should be paid directly into the following bank account:
Account name – Mirboo Recreation Reserve Incorporated
BSB # – 633 000
Account # – 143 037 141
Reference – **please include the name of the individual or group hiring the hall as a reference, so that the Committee of Management can confirm your payment.**
- False statements regarding the nature of the event may result in booking cancellation and forfeiture of the bond.
- The hirer must ensure that noise is kept to an acceptable level, including when arriving at and leaving the premises. Music is to be kept at a reasonable level, and to finish by 1am. The bond may be forfeited if complaints are received regarding excessive noise.
- The hirer must ensure that there is no smoking inside the hall.
- The hirer must ensure that the hall and surrounding grounds are left in a clean and tidy condition: floors swept and mopped; furniture wiped down and packed away to where it came from; kitchen surfaces cleaned; dishwasher emptied and cleaned; fridge and freezer emptied, cleaned, turned off and doors left ajar; rubbish taken away (left in neither the inside **nor the outside** bins). If the Committee of Management needs to engage a cleaner and / or arrange for rubbish collection after a function, the cost will be taken out of the bond.
- The hirer must turn off all but the switches marked ‘keep on’ at the switchboard, and secure all windows and doors before leaving the premises.
- The hirer must pay any costs incurred for repairing or replacing any part of the premises, its fixtures, fittings or equipment damaged or destroyed during the hire period. These costs will be automatically deducted from the bond, and an invoice raised to cover any costs over and above the bond amount.
- Failure to meet any of these terms & conditions may forfeit part or all of the bond.
- The bond (minus costs, if applicable) will be refunded within a week of the key being returned and issues (if any) being resolved with the hirer and to the satisfaction of the Committee of Management.

I, the above-mentioned hirer, agree that I have read the above terms & conditions, and that I will abide by them. I hereby certify that, to the best of my knowledge, the information supplied in this form is correct.

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| Name: | | Date: | |
| Signature: | | | |