



## APPLICATION FOR VENUE HIRE

### Application Details

I (name) of \_\_\_\_\_ (address) \_\_\_\_\_  
hereby make the application on behalf of \_\_\_\_\_  
Mobile number: \_\_\_\_\_

### Event Details

Tick required venue:  Cunderdin Town Hall /  Meckering Town Hall  
Event date: \_\_\_\_\_ Event type: \_\_\_\_\_  
Time required from \_\_\_\_\_ to \_\_\_\_\_

Are chairs and tables required?  Yes /  No If yes, please complete Table & Chair Hire Form

Will alcohol be served?  Yes /  No If yes, please attach 'Liquor Permit' to this application

Have you familiarized yourself with the Shire's Sustainable Events Policy?  Yes /  No

### Conditions of Hire

I have read and agree to abide by the conditions of hire and accept responsibility for payment of fees associated with the hire of the above mentioned venue and/or equipment. (Please see Town Hall Conditions of Hire document).

Applications will not be approved unless payment of the venue is received in full before the date of hire.

There is a \$157.00 refundable bond payable on all hall hire applications. Any damage or extra cleaning costs will come off the bond, and any extra costs will be charged to the hirer.

Please allow a minimum of seven (7) working days from the date of hire as the venue must be inspected and approved before the disposal of bond is processed. When paying by card, the bond may take up to thirty (30) days from the date the venue was inspected before it comes through to your bank account.

Use of the kitchen at the Cunderdin Town Hall has been restricted as of the 29th November 2011.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Hirer

### OFFICE USE ONLY

Cost of Hire: \$ _____	Date Paid: _____
Bond: \$ _____	Receipt Number: _____
Alcohol: \$ _____	Permit Number: _____
Total Cost \$ _____	