



## SHIRE OF CUNDERDIN APPLICATION TO HIRE: VENUE

### APPLICANT DETAILS

I (name).....of (address) .....

.....Mobile number:.....

Hereby make the application on behalf of:.....

### EVENT DETAILS

Circle required Venue: CUNDERDIN TOWN HALL / MECKERING TOWN HALL

Event Date:..... Event Type: .....

Time required from ..... to .....

Are tables and chairs required? YES / NO – if YES please complete Tables/Chair hire form

Will alcohol be served? YES / NO – if YES please attach “Liquor Permit” to this application.

Have you familiarised 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 hire date.

There is a \$150.00 refundable bond payable on all hall hire application, any damage or extra cleaning costs will come off bond, any extra costs will be charged to the hirer.

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

**Signature:**..... **Date:**.....

**COMMENTS/NOTES:**

**OFFICE USE ONLY**

Cost of Hire: \$..... Date Paid:.....

Bond: \$..... Receipt Number: .....

Alcohol: \$..... Permit Number: .....

Total Cost: \$.....