



# APPLICATION TO HIRE RECREATION CENTRE/ NEW PAVILION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Hire of:

Recreation Centre

New Pavilion

Date(s) Required: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Liquor Permit

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

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

## Certification:

*I hereby certify that I am fully aware of the hire conditions as shown on the rear of this form*

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions:

1. All hire charges must be paid at the Shire Office before keys will be issued.
2. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.
3. It is the responsibility of the hirer to ensure that the conduct of the persons present at the time of their function is orderly.
4. It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Council. An additional license must be obtained from the Department of Racing & Gaming for the sale of liquor.

### *Liquor Consumption Conditions*

1. Compliance with all liquor laws and regulations relating to the consumption of liquor;
2. Ample soft drink is to be available for minors and non-drinkers; and
3. Police approval having been obtained to continue after midnight.



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5. The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Council is required to clean them, costs involved in such cleaning will be payable by the hirer. Sticky tape is not to be used on windows.
6. At the discretion of the Council the cost to repair any damage/loss caused by any reason other than normal wear will be added to the hire or rental charge.
7. No spiked shoes or boots or the like to be worn in any part of the building except the two main changerooms and public toilets.
8. Recreation Centre: Kitchen boiling water unit must be turned off and drained immediately after the event.
9. Crockery and Cutlery Hire - Breakages and losses - the cost of all replacements is the responsibility of the hirer.
10. Tables or chairs are not to be removed from inside the building. All tables and chairs must be stacked in an orderly manner and not left out after the event.
11. The building must be left locked up and with all lights switched off.

## SPECIFIC RECREATION CENTRE REQUIREMENTS

- Wine glasses can be made available upon request
- Supply own tea towels if required
- Turn fridge off and leave one door open
- Make sure all cupboards are properly locked
- Do not take anything from the catering cupboard home.
- Please leave pie warmer, hot food display and ovens wiped out and stove tops and all bench tops wiped clean.
- Do not leave any food or drinks in the Cool Room after your function is over
- Leave Cool Room clean and locked.
- Bar area- leave all glasses and jugs washed and put back in trays.
- Lock up all toilets after your function is over.
- Turn air conditioners off.
- Sporting bodies- Please vacuum floor.

I hereby certify that I am fully aware of the hire conditions as shown above.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Application Approved:  YES  NO

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_