



APPLICATION FOR HIRE OF MINGENEW AUTUMN CENTRE

Applicant: _____

Postal Address: _____

Name of Contact: _____

Phone Number: _____ Email: _____

Date Required: _____ Times: _____

Purpose: _____

Conditions:

1. All hire charges must be paid at the Shire Office before keys will be issued.
2. If a key is lost, the relevant lock 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. 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 hirer.
5. Sticky tape is not to be used on walls or 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.

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: _____