



SHIRE OF MUKINBUDIN

15 Maddock Street
 MUKINBUDIN WA 6479
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APPLICATION FOR USE OF MUKINBUDIN MEMORIAL HALL

1. FACILITY TO BE HIRED:
2. NAME OF ORGANISATION:
3. NAME, ADDRESS, AND PHONE NUMBER OF PERSON RESPONSIBLE FOR KEYS
 This person will be required to sign for the keys and will be responsible for ascertaining that the building is left in the condition in which it was found.
Name:
Address:

Phone Number:
4. NATURE OF FUNCTION:
5. DETAILS OF HIRE:

	Price (Inc GST)	Please Tick Usage
Non-Shire based business/corporation/government – Per Day	260.00	
As above per hour	35.00	
Shire based business/corporation – Per Day	160.00	
As above per hour	22.00	
Community Group/Private – Per Day	125.00	
As above per hour	20.00	
Church Services	No Charge	
Cutlery (unlimited quantity)	\$20.00	
Crockery (unlimited quantity)	\$20.00	
Trestles	\$ 10.00	
Chairs	\$ 1.00	

New Public Address System \$52.30 per Day Old Public Address System \$26.15 per Day

Date/s Required
Time Required
No of Hours
Hire Fee (Staff Use Only)

Alcohol Consumed	Yes	No
(Please circle applicable)		
Permission Granted		
Chief Executive Officer		

6. PAYMENT:
 Bond Required:
 Alcohol
 consumption \$500 \$ _____

TOTAL PAYMENT: \$ _____

INVOICE DETAILS

Invoice to (company):

Postal Address:

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7. CONDITIONS OF HIRE

Please Note: Hirers can be held personally liable for damages arising from their own negligence when hosting a function, therefore they are advised to ensure that they have public liability coverage.

i) Upon acceptance of the hiring, the hirer undertakes to hold the Shire of Mukinbudin and the employees of the Shire of Mukinbudin indemnified against all claims which may be made against them for damages or otherwise in respect of any loss, damage, death or injury caused by or in the course of or arising out of the hiring of the Venues under the control of the Shire of Mukinbudin, and the property of the Shire of Mukinbudin during all periods whilst the venue is hired.

The Hirer agrees to leave the building in the condition in which it was found. Failure to do so could result in a forfeit of the Bond.

iv) Hiring of the Shire Hall requires the hirer to ensure that music and such related noise is ceased at no later than 12.00am (midnight). Patrons are also required to vacate the premises by 1.00am.

AGREEMENT TO HIRE:

I/We agree to comply/abide in all respects with the conditions of hire for the above named facility. These conditions are now received and understood by Me/Us

Hirer to Sign

Signed **Dated**

Position held in Organisation

Approved on behalf of the Shire of Mukinbudin:

Signed **Dated**