



Andy McNeill Room Hire Form

Application to Hire

Name of Applicant

Name of Organisation

Address

Phone

(Fax)

(M)

Date Required

Time Required

To

Regular bookings can only be made three months in advance.

Weekly on

Time Required

To

Monthly on

Time Required

To

Kitchen facilities and Crockery Required? Yes No

Tea and coffee consumables are not supplied by Council.

I affirm the information in this application is correct and agree to comply with the terms and conditions of hire attached. I understand that the booking will be cancelled if payment has not been received five working days in advance.

Signed (written)

on

OFFICE USE ONLY

Application received by

on

Approved?

Application approved by

on

Yes

No

Charge Item	Value	Fee No.
Hourly Hire Fee		19
Hire Fee 8 hours or longer Fee		20
Kitchen Facilities Fee		22
Key Deposit		9
Cleaning Deposit		8
Security Call Out Fee		
Alarm Violation Fee		
Key Call Out Fee		
TOTAL		

reset form



Andy McNeill Room Conditions of Hire



Application to Hire

1. The Hirer is responsible for:
 - a) Leaving the facilities in a clean and tidy condition after use.
 - b) Taking reasonable care of the equipment and facilities, including window blinds and reporting any damage or malfunction.
2. Hiring times to be strictly complied with.
3. Setting up time or prior access for setting up or delivery of goods to be treated as additional hiring time and charged accordingly.
4. All keys are to be returned promptly after the hiring period is completed.
5. Hiring fees are payable in advance. Accounts rendered under special arrangements are payable within 14 days
6. Council reserves the right to refuse or cancel an application.
7. Discounts on hire fees may be available on application by charitable or non-profit organisations, in writing as per Council Policy Number 86. However all refundable deposits are to be paid.

(The Council will rebate the standard charges for use of Council facilities by organisations which are wholly charitable, providing service to disadvantaged groups through voluntary workers and organisations who provide, through the voluntary efforts of their members, services to the community).