



VENUE & EQUIPMENT HIRE FORM

Organisation/Name	
Billing Address	
Telephone	
Facility to be Hired	
Equipment to be Hired	
Date & Time	
Purpose	

A Bond of \$260 for all venue & equipment hire, plus premise hire (if applicable) must be paid to the Shire Office prior to any event being held.

Venue	Rate
Hall	POA
Supper Room	\$110.00
Hall & Supper Room	POA
Full Woolgar Room	\$240.00
Half Woolgar Room	\$120.00
Racecourse	\$280.00
Sports Oval	\$280.00
Lake	\$280.00
Dog Barking Collar	\$5.00

Hire Equipment	Rate per day
Chairs	\$0.50
Bain Marie	\$36.00
Video/Data Projector	\$115.00
Tables (small rectangular)	\$10.00
Urn	\$5.00
Pie warmer	\$33.00
BBQ	\$35.00

Hire Conditions

- (a) *All events and equipment hire must be booked at the Shire Office using this Venue & Equipment Hire Form.*
- (b) *A liquor license may be required if you intend to serve alcohol. You should check with the local police for further information and ask them for an application form. Council may need to sign your application.*
- (c) *If using the bar area and cold room in the Hall please do not remove any stock that is stored by other clubs or organisations.*
- (d) *Please ensure that you and your guests take care and respect Council's property.*
- (e) *All areas and equipment must be left in a clean and tidy condition and all rubbish removed.*
- (f) *All rubbish is to be placed in the wheelie bins and put out for collection on the kerb.*
- (g) *Floors must be swept and mopped and all benches wiped down.*
- (h) *Tables and chairs are to be stacked and returned to the storage area.*
- (i) *The facility is to be cleaned to the satisfaction of the Chief Executive Officer (or nominee), to ensure full refund of bond.*
- (j) *Council Administration Staff will arrange an inspection of the venue and equipment prior to your function and after your function to ensure that all is in order.*
- (k) *Failure to comply with any of the conditions or damage to any of Council's property will result in forfeiture of part or full bond amount.*

I have read and accept the Richmond Shire Council's Hire Conditions. I understand that I must adhere to Council's requirements in order to receive the full amount of my bond.

Applicant's signature _____ Applicant's position _____