



APPLICATION FOR BOOKINGS & CONDITIONS OF USE

PRIOR to completing this form please phone the Booking Officer – Mrs Jan Gray on 0429 619 957 or email: janneice47@bigpond.com.

Please Note: Bookings for the Finley War Memorial Hall must be made through the Finley War Memorial Committee and may be contacted through Aaron Taylor on 0428 768 652

Name of Contact person: _____

Name of Organisation/s: _____

(Note: Organisation/s must provide evidence of Public Liability Insurance to the minimum value of \$20,000,000)

Email address: _____

Postal Address: _____

Home phone # _____ Mobile # _____

Event _____

Day & date/s of event: _____

Approximate number of people expected: _____

Area/s to be hired: School of Arts Kitchen

Public Liability Insurance Policy No.: _____

Certificate of Currency attached::

Additional Information: _____

I declare that I am over 18 years of age and have read and agree to comply with the Terms and Conditions of the Finley School of Arts Committee and will be responsible for payment of fees and charges.

Signature of applicant: _____ Date: _____

Booking Officer approval given: _____ Date: _____

BOND of \$ _____ PAID IF NEEDED

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998*.
The Privacy Management Plan is available on the Council's website or by contacting the Council's Administrative Office.



FEES – TERMS & CONDITIONS FOR HIRING OF VENUES

HALL HIRE: \$30.00 per hour

KITCHEN HIRE: Flat rate of \$50.00 per day

A bond is to be paid for MAJOR functions: \$ based on expected number of people attending.

Keys are to be picked up and returned to the Booking Officer - Mrs Jan Gray - 0429 619 957 at an agreed time or an additional fee will be charged.

Decorating of venues: Consent of the Committee is required. NO adhesive; nails or fixing methods are to be used that may damage walls; paint work etc.

It is the responsibility of the hirer to set up tables and chairs as desired. They are to be returned to original site when function is finished.

All exits must be kept clear.

NO naked flames (candles) are to be allowed within reach of the public.

NO preparations are to be used on the floors without prior consent of the Committee.

When finished with use:

- ALL lights are to be turned off
- ALL water taps are to be turned off
- Air conditioners are to be turned off and the remote left in the Power box
- ALL internal and external doors are to be locked
- Halls/ Kitchen must be left clean. If not, an additional cleaning fee will apply.

One large garbage bin is available for rubbish and is to be left beside the kerb on Monday night for Tuesday morning collection.

Any damage is to be reported to the Committee and will either be replaced by the hirer or paid for by the hirer.