KRAMBACH Community Hall School of Arts Inc.

3760 The Bucketts Way
Krambach NSW 2429

ABN: 55 067 280 675

W: Krambach.org
E: Secretary@Krambach.org

HALL HIRE
BOOKING APPLICATION FORM

I/We _____

On behalf of (Organisation) if applicable _____

Postal Address _____ **Postcode** _____

Contact Person _____

Phone Number(s) **Home** _____ **Work/Mobile** _____

Email _____

Hall Being Hired _____

Type of Function _____

Day _____ **Date** / /

Start Time _____ **Finish Time** _____

ADDITIONAL FACILITIES *(if available)*

Supper Room	☐	Chairs	☐
Kitchen	☐	Foyer	☐
Cutlery	☐	Heaters	☐
Stage	☐	Other	☐
Tables	☐		☐

ADDITIONAL INFORMATION REQUIRED

Adults Attending (Max. Number) **Children Attending (Max. Number)**

Will Alcohol be Consumer at the Function? ***(please circle)***	**YES**	**NO**
Will Alcohol be Available for Sale during the Function? ***(please circle)*** *If YES, a copy of the appropriate liquor licence must be attached to this application*	**YES**	**NO**
Will you bring additional Equipment into the Facility? ***(please circle)*** *(e.g. live music/jukebox, jumping castle etc) If YES, please provide details below:*	**YES**	**NO**

I have read and understood the Hall Hire Terms & Conditions in their entirety and acknowledge that all the information provided is true and accurate. Where I am acting on behalf of an organisation, I confirm that I have authority to sign this Agreement on behalf of the organisation. I understand that I must be present at all times during the function to supervise and will be held accountable for any and all damages which are in excess of the hiring bond.

Signed _____ Print Name _____

Driver's License Number _____ Date / /

OFFICE USE ONLY	**BOND (Incl. GST)** *(refundable see terms & conditions)*
Hall Checked / / Refund Granted / / Bond Retained / / $	Key Returned / / Refund Processed / / $

RECEIPT DETAILS:
DATE: / / AMOUNT PAID: $_____ SIGNED:_____

RECEIPT No. _____ AMOUNT REMAINING $_____ PRINT NAME:_____

PAID BY *(please circle)* CASH DIRECT DEPOSIT CHEQUE NO. _____

DIRECT DEPOSIT DETAILS _____

Number attending does not exceed max. number permitted for facility	☐
All tables & chairs are clean, neatly stacked, put away & accounted for All floors swept & undamaged	☐
All tiled floors mopped	☐
All crockery & cutlery is clean and accounted for *(as applicable)*	☐
Kitchen benches, tables & sinks wiped over	☐
Oven, refrigerator & microwave cleaned *(as applicable)*	☐
Amenities area cleaned including hand basins & mirrors	☐
All decorations and fastenings removed (incl bluetac, ribbons etc)	☐
Any broken glass picked up	☐
All rubbish removed from the buildings & bins left clean	☐
All external grounds/gardens are free from rubbish	☐
All lights, air conditioners & fans are turned off	☐
All windows securely closed	☐
All external doors are securely locked	☐
All goods, materials and property brought into the facility for the booking are removed All damage to the hall is reported to Council/Committee *(as applicable)*	☐
All Keys returned	☐
All Emergency Equipment not tampered with	☐

BOND REFUND APPROVED *(please circle)* YES NO BOND REFUND AMOUNT $

COMMENTS *(incl. breakages, additional cleaning required & time taken)*