



3760 The Bucketts Way
Krambach NSW 2429

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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 <i>(if available)</i>			
Supper Room	<input type="checkbox"/>	Chairs	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Foyer	<input type="checkbox"/>
Cutlery	<input type="checkbox"/>	Heaters	<input type="checkbox"/>
Stage	<input type="checkbox"/>	Other	<input type="checkbox"/>
Tables	<input type="checkbox"/>		<input type="checkbox"/>

ADDITIONAL INFORMATION REQUIRED

Adults Attending (Max. Number) _____

Children Attending (Max. Number) _____

Will Alcohol be Consumed at the Function? <i>(please circle)</i>	YES	NO
Will Alcohol be Available for Sale during the Function? <i>(please circle)</i> <i>If YES, a copy of the appropriate liquor licence must be attached to this application</i>	YES	NO
Will you bring additional Equipment into the Facility? <i>(please circle)</i> <i>(e.g. live music/jukebox, jumping castle etc) If YES, please provide details below:</i>	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	/	/		Key Returned	/	/	
Refund Granted	/	/		Refund Processed	/	/	\$
Bond Retained	/	/	\$				

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)