**BACCHUS MARSH PUBLIC HALL, SUPPER ROOM AND KITCHEN**

**APPLICATION TO HIRE**

|  |  |
| --- | --- |
| **NAME OF APPLICANT** |  |
| **NAME OF ORGANISATION** |  |
| **ADDRESS** |  |
| **EMAIL** |  |
| **TELEPHONE** |  |
| **I note and understand the Conditions of Hire and Covid Safe Plan and acknowledge that I have been given a copy of both documents and will abide by the said conditions and COVID safe plan, and any other specified conditions put in place by the Moorabool Shire Council or the Bacchus Marsh Public Hall Community Asset Committee.** | |
| **Signature of Applicant** |  |
| **Date** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE OF EVENT** | | |  | | | |
| **TIME IN** | | |  | | | |
| **TIME OUT** | | |  | | | |
| **TYPE OF EVENT** | | |  | | | |
| **NUMBER OF ATTENDEES** | | |  | | | |
|  | | | | | | |
| **Type of Person/Group Hiring Facilities (refer to definitions of Groups on Fees/charges)** | | | | | | |
| **(Please tick)** | | | | | | |
| **Community** |  | **Private** | |  | **Commercial** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FACILITIES REQUIRED (Please tick)** | | | | | | | |
| **Public Hall** |  | **Supper Room** |  | **Kitchen** |  | **All Facilities** |  |
|  | | | |  | | | |
| **Sound System Public Hall** | | |  | **Supper Room** | | |  |
| **Overhead Projector Public Hall** | | |  | **Supper Room** | | |  |

|  |
| --- |
| **ANY SPECIAL REQUIREMENTS Please list below** |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Fees are subject to change on 1st September each year.**  **Payment of the total cost is made payable to the Bacchus Marsh Public Hall** |
| **Total Cost** |
| **Security Deposit $ Hire and Insurance $ COVID Clean $**  **Total Cost $** |
|  |
| **The refund of security deposit money (if applicable) will be refunded to the following bank** |
| **BSB Account No.** |
| **Name of Account** |

|  |  |
| --- | --- |
| **KEY COLLECTION** | |
| **I/We being the authorised person/s to collect the keys from the Moorabool Shire Council Customer Service Desk at the Moorabool Shire Council Library for the hire of the above facility being made on this form. Proof of identity may be required at time of pick up.** | |
| **Name** |  |
| **On Behalf of Organisation** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Signature of Person/s Collecting keys** |  |
| **Date** |  |

|  |
| --- |
| **DEPOSIT REQUIRED** |
| **50% of the Hiring Fee must be paid on receipt of invoice with the balance of Hiring Fee, Security Deposit and Insurance paid 30 days prior to the event.** |
|  |
| **CANCELLATION FEES** |
| **If the event is cancelled more than 14 days prior to the event, a full refund will be given. If the event is cancelled more than 7 and up to 14 days prior to the event, 50% of the Hire fee will be deducted from any refund unless the facility if hired to another Person/Group** |

|  |  |
| --- | --- |
| **FACEBOOK ADVERTISING** | |
| **Would you like your event to be advertised on the Bacchus Marsh Public Hall Facebook page? (please circle) Yes/No**  **If yes, please advise below contact person and phone number (these details will be shown on our Facebook page and attach any other information eg. Dates, hours that you require shown** | |
| **Name** |  |
| **Telephone Number** |  |
| **Signature** |  |

**Privacy Note: Personal information will be held securely and will not be used or disclosed for any other purpose.**