

BACCHUS MARSH PUBLIC HALL AND SUPPER ROOM

APPLICATION TO HIRE

Bookings Officer
 Bacchus Marsh Public Hall
 PO Box 1064
 Bacchus Marsh Vic 3340
 Email: bookings@bmhall.org.au

Contact Details

I, _____
 on behalf of _____
(Name of Organisation)
 of _____
(Mailing Address)

Note and understand the Conditions of Hire attached hereto and acknowledge that I have been handed a copy of such conditions and will abide by the said conditions and any other specified condition put in place by the Moorabool Shire Council or Committee of Management of the Bacchus Marsh Public Hall.

Signature of Authorised Applicant _____ Date _____
 Address of Authorised Applicant _____

Email Address of Authorised Applicant _____

Telephone (BH) _____ (AH) _____

Hire Details

Date Required _____ Time In _____ Out _____

Type of Function _____

Type of Person/Group Hiring facilities (Refer to Definitions of Groups on Scale of Fees Schedule)

Community Private Commercial

Facilities Required

Public Hall Supper Room Kitchen All Facilities

Sound System Public Hall Supper Room

Overhead Projector and Screen in Supper Room In Public Hall

Fees are subject to change on 1st October each year

Payment of the total cost is made payable to the Bacchus Marsh Public Hall, Committee of Management upon receipt of an invoice sent after the receipt of this Application to Hire

Security deposit \$_____ Hire & Insurance \$_____ Total Cost \$_____

The refund of security deposit money (if applicable) will be refunded to bank account

BSB _____ Account No _____

Name of Account _____

As the Hall is a public building, I/we are fully aware that smoking and the burning of any naked flame, including candles and sparklers, is strictly prohibited.

Key Collection

I/we being the authorised person/s to collect the keys from the Moorabool Shire Library for the hire of Council facilities being made on this form

Name _____

On Behalf of _____

(Name of Organisation)

Of _____

(Residing Address)

Drivers Licence No (must be presented at time of key pick up) _____

Signature of person/s collecting keys _____

Date _____ Tel No (BH) _____ (AH) _____

Deposits Required

50% of the Hiring fee must be paid at time of booking 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 Hiring Fee will be deducted from any refund unless the facility is hired to another Person/Group.

If the event is cancelled within 7 days prior to the event, 100% of the Hiring Fee will be deducted from any refund unless the facility is hired to another Person/Group.

Facebook Advertising

Would you like your event to be advertised on the Bacchus Marsh Public Hall Facebook page YES / NO

If yes, please advise below contact person and phone no. (these details will be shown on our Facebook page and attach any other information eg dates, hours that you require shown.

Name..... Telephone.....

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