

# Narrogin Repertory Club Premises Booking Form



Applicant Details	
Name of hirer	
Name of company / organisation	
Mailing address	
Email	
Contact number	
Function Details	
Function description	
Date(s) required	
Time(s) required	

## Declaration / Acceptance of Conditions of Hire

I have read, understood, and agree to abide by the **Conditions of Hire** as set out in the Appendix of this document. I agree to take responsibility as the hirer of the facility, and as such will ensure that all conditions are followed and adhered to. Should these not be followed I understand it can lead to the forfeiture of the bond and/or further action taken.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Narrogin Repertory Club Use Only			
Total Cost of Fees			
Booking acceptance	Yes		No
Secretary signature			

## Appendix - Conditions of Hire

<b>Hirer</b>	<p>The hirer must be 18 years or over and remain on the premises for the duration of the function.</p> <p>The hirer is responsible for the condition of the premises.</p> <p>The hirer is to sign the associated booking form, and all details are true and accurate.</p> <p>Set up for hire is the responsibility of the hirer.</p>
<b>Access</b>	<p>The booking will not clash with Narrogin Repertory Club events or meetings.</p> <p>The Narrogin Repertory Club reserves the right to request that a booking time be changed if staff deem it inappropriate to provide the hirer with a key.</p>
<b>Hire Charge</b>	<p>Payment of the prescribed hire charge must be paid in full prior to the use of the facility. Keys will not be released unless payment is made.</p>
<b>Bond</b>	<p>The relevant bond is payable to the Narrogin Repertory Club before the hirer has access to the premises.</p> <p>Refund of bond will only be made after satisfactory inspection.</p> <p>The Narrogin Repertory Club reserves the right to withhold the bond if the premises is not returned to its original condition.</p> <p>The Narrogin Repertory Club reserves the right to withhold the bond if any keys for building access are lost or not returned.</p>
<b>Keys</b>	<p>Any keys that are given must be returned to the Narrogin Repertory Club Secretary no later than the day after the function.</p>
<b>Smoking</b>	<p>Smoking is not permitted within the premises. Failure to comply will result in the forfeiture of any bond paid.</p>
<b>Alcohol</b>	<p>If the hirer is to <b>sell</b> alcohol on the premises, the hirer is responsible for adhering to any relevant regulatory requirements.</p>
<b>Furniture / Equipment</b>	<p>No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from the premises without prior permission from the Narrogin Repertory Club.</p> <p>All equipment such as heating/cooling, lighting and equipment must be turned off when departing the premises.</p>
<b>Cutlery / Crockery</b>	<p>All crockery and cutlery used is to be washed and put away.</p>
<b>Tea / Coffee</b>	<p>The hirer is to supply their own tea, coffee, or other beverage facilities.</p>
<b>Decorations</b>	<p>No person shall erect any internal decorations, place nails or screws in woodwork or walls in the premises.</p> <p>Internal decorations may be temporarily affixed with prior approval from the Narrogin Repertory Club.</p>
<b>Premises Condition</b>	<p>The premises must be returned to its original condition upon use.</p>