

SECTION 1 – APPLICANT DETAILS

Applicant name:			
Applicant Address:			
Home Phone:		Mobile Phone:	
Email:			

SECTION 2 – DETAILS OF USE

Purpose of Booking:			
Date of Use:			
Start Time:		Finish Time:	
No: of Persons Attending		Will Alcohol be Consumed	<input type="checkbox"/> YES <input type="checkbox"/> NO
Rooms to be Used (Please list)			
Use of Equipment (Please list)			

SECTION 3 – FEES AND CHARGES

As per MRC current fees and charges:

<https://www.murrayriver.nsw.gov.au/council/responsibilities/fees-charges>

Function Charge:		Total:	
Deposit:		Date:	
Key Deposit:		Receipt Number:	
Set Up and/or Clean Up Fee:		Inspection Completed:	
Bond Returned:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IF NOT, please provide a reason why?			

SECTION 4 – HIRE AGREEMENT

I, the undersigned, agree to ensure that all individuals using the facility as a result of this booking request, will abide by the conditions detailed on Page 2 of this Application Form and instructions of the Council. The information supplied on this Application Form is to the best of my knowledge. Should there be any alternations to this information, I will advise Murray River Council immediately.

Applicant Name:		Date:	
Applicant's Signature:			

SCHEDULE OF CONDITIONS

Failure to comply with these conditions could result in the withdrawal of future approvals, the recovery of costs and/or the institution of legal action.

1. FEES AND CHARGES

As per MRC current fees and charges:

<https://www.murrayriver.nsw.gov.au/council/responsibilities/fees-charges>

2. **PAYMENT** - All applicable fees and charges are to be **paid in full** to Murray River Council or approved Committee of Management **prior to hire** of the building.

3. DEPOSIT REFUND

- Subject to the building being left in a **clean and tidy state**, and there is **no damage** to the building or equipment, the deposit and key deposit, or part there-of, will be reimbursed to the hirer.
- If the building requires further cleaning and/or has been damaged in any way, the hirer shall be liable to pay any further costs incurred in excess of the bond to meet the full cost.

4. **KEY / FOB** - Upon payment of the fees and charges applicable for the hire, the key to gain access to the building can be collected from Murray River Council Office, 52 Perricoota Road, Moama or Murray River Council Office, 15 Murray Street Barham between 9am and 4pm on the business day prior to the event.

5. DECORATIONS

- No decorations or posters are to be attached to the walls of the building.
- All decorations are to be removed from the building after the event.

6. INSURANCE AND LIABILITY

- The responsibility of insurance is with the hirer.
- Council is to be indemnified against any claims for liability connected with the hirer's use and control of the area.

7. **DAMAGES** - All care must be taken to prevent damage to the floor and walls of the building. Council will not be liable for any loss or damage sustained by the hirer.

8. **LIQUOR** - Liquor may be consumed within the confines of the hall with the appropriate liquor licence. Beer kegs, servicing table and other associated items must be placed so as to protect and preserve the flooring.

9. **NOISE** - The noise level at the nearest affected residence is not to exceed the background noise level after midnight and is to be no greater than 5db(a) above the background levels before midnight in accordance with the regulatory authority.

10. CLEANING

- Function Room:
 - Vacuum of the carpet functional areas, meeting room and function room
 - Cleaning of male and female toilets (including re-stocking toilet paper and soap)
- Change Rooms
 - Sweep change rooms, football / netball and umpires, (including re-stocking toilet paper and soap)
- Additional cleaning charges may be charged or deducted from the bond, if it is determined by a City Officer that further cleaning duties, outside what is included in the standard cleaning scope (cleaning charges will be stated on your invoice) or what is stated in the applicable checklist.