



## **Shire of Northampton**

### **NORTHAMPTON RSL HALL HIRE FORM**

**Hirers must read all of this form before use of the RSL HALL so that they are fully aware of all the terms and conditions of the Hire Agreement.**

#### **CONDITIONS OF HIRE**

1. All bookings to be made at the Shire Office.
2. The keys to be picked up at the Shire Office.
3. Keys to be returned to the Shire Office at the first available opportunity during office hours
4. A \$250.00 bond may be charged in accordance with Council Policy and held in a Shire account. The bond must be paid at the time of booking the RSL hall to ensure confirmation of that booking.
5. The bond may be retained in the event that non-payment occurs and/or the cleanliness of the RSL hall is not satisfactory .
6. All groups who regularly hire the RSL hall may pay the bond at the beginning of the year/season to be reimbursed at the end of the year/season.
7. Hirer to make sure the inside of the hall is clean and tidy before returning the keys. If not clean, they will be asked to clean it, or a cleaning fee will be charged @ \$50.00 per hour which will be deducted from the bond. **Council's decision on cleanliness of the hall is final.**  
Areas to check before leaving are as followed ( but not limited to)
  - Empty all internal bins into the outside bins at the rear of the hall
  - Wipe down all the benches and tables
  - Sweep the floors, cleaning any spillages and removal of all loose items
  - Clean all the kitchen appliances used
  - Turn off all appliances including but not limited to kitchen appliances , Fans, Lights ,
  - Air Conditioners prior to leaving making sure to leave the fridges and freezers on.
8. Upon entering, If the hirer finds the RSL hall in an unsatisfactory condition, the hirer must contact the Shire Office immediately.
9. Damages or breakages which result from misuse by the hirer are the responsibility of the hirer and all replacement or repair costs will be charged to the user. Repairs arising from normal usage are the responsibility of Council.

10. The hirer is responsible for the safety of all attendees.
11. Smoking is not permitted in the hall at any time.
12. Any chairs and tables used must be cleaned and returned to the storeroom or As found prior to entering the building
13. The Shire of Northampton retains the right to change, alter or adopt new rules as they wish, also to refuse use of the hall if they wish.
- 14 Be sure to remove any personal belongings or supplies prior to leaving
- 15 Do not attach any decorations on fans
- 16 Close and lock all doors and windows

*This form is to be retained by the Hirer for their information*

- Cleaning products are kept in the storeroom, if products require replenishment hirer must notify the Shire Office



**R S L HALL HIRE**

Name of Hirer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Date of Hire \_\_\_\_\_  
Time of Hire \_\_\_\_\_  
\* Type of Function \_\_\_\_\_

I accept responsibility for any damage to or loss of the hall, its fittings, fixtures and furniture. Should any additional cleaning be required or damage occur during the hire, the costs incurred may be offset against the bond.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**HALL CHARGES**

Weddings, Parties, Functions	\$150.00
BOND for Weddings Parties, Functions	\$250.00
Meetings, Keep Fit, Dancing	\$ 25.00
Travelling Shows/Films	\$ 75.00
Miscellaneous Use Hire	\$ 50.00
Local Club/Organisation Meetings	No Charge

To facilitate the decorating of the hall with streamers etc., metal eyelets have been let into the walls at a suitable height.. Please use these facilities and **do not remove from the walls any pictures or other framed materials.**

60 chairs belong to the Shire – Must not be removed.

Crockery and trestles belong to the RSL – application for their use please contact Marg Meagher - 0429667778 or Mr Kevin Gill – 0428108296.

- For large parties etc. at least seven days prior notice is required.
- Liquor permit required, if alcohol to be served.

SHIRE OF NORTHAMPTON EMAIL: [council@northampton.wa.gov.au](mailto:council@northampton.wa.gov.au)