

Booking Form, Conditions of Hire & Use of the Park Community Hall & Fenced Area

BOWEN MT. PARK MANAGEMENT COMMITTEE (BMPMC)

(Parts marked * to be filled out by hirer)

Receipt

*Name of Hirer:..... *Date of hiring:

Payment Information: Day Rate \$150, Bond \$100 To be paid via EFT or Cash | Total Paid:.....

Signed (for BMPMC) Name: Date Pd:-

Bookings: <http://www.bowenmountain.org.au/bookings/booking-community-room/> ; Email: bowenmountainpark@gmail.com

Email/Phone 4-5 days prior to arrange key pick up:- Colin 4572 1710; Lysa 0432 988 714 (text only) Louise 0431 546 934 (text)

Tick in the box if you agree, a X if you disagree or you want a variation, N/A (Not applicable) in 1st column

1	<input type="checkbox"/>	Max. guests 60. No public sharing of the event online, to avoid unwanted attendees.
2	<input type="checkbox"/>	For evening/night events:- <i>Noise</i> must be kept to a minimum at all times. All noise to cease before 10.00pm. Building to be <i>vacated</i> by 11pm. Exit quietly so as not to disturb neighbors.
3	<input type="checkbox"/>	Nothing may be affixed (or taken off eg paintings, fire extinguishers) the walls, doors, ceiling & spotlights
4	<input type="checkbox"/>	Building, including toilets the kitchen area and used outside area to be left <i>clean and tidy</i> . Hall floor to be swept & mopped# .
5	<input type="checkbox"/>	All <i>furniture</i> to be left safely stowed & left as arranged prior to your function #
6	<input type="checkbox"/>	<i>Rubbish</i> to be placed in outside bins (near car park) and excess removed from the park. <i>Recyclables</i> to be kept clean & separate
7	<input type="checkbox"/>	Breakage and damages to be paid for by the hirer. Hall to be left in same condition or better.
8	<input type="checkbox"/>	No vehicles to enter the park except for disabled persons. Park gates to be kept shut at all times. Vehicles not to be left in the park
9	<input type="checkbox"/>	The hirer must be 18 years and older & is responsible for ensuring that these conditions are adhered to.
10	<input type="checkbox"/>	No animals/pets to be in building or fenced area. No ball games in fenced area or close to the hall.
11	<input type="checkbox"/>	<i>Oven</i> to be used for heating only, food to be covered and oven to be left clean. The kitchen is for serving food only.
12	<input type="checkbox"/>	No single use plastic utensils allowed.

See Setting-up, Cleaning & Exiting document. The booking officer or delegate has the right to withhold the bond or part thereof.

Police notification required for serving alcohol: - Yes [] No []

X

(To be filled out by hirer & retained by booking officer)

*Have you previously had a function in the park hall? Yes [] No [] Today's Date:

*Alcoholic beverages consumed? Yes [] No []; Police notified ? Yes /No

*I agree to abide by the above conditions:- Yes [] No []

Variations Specify:-Condition Number/s above) [] Comment/s

Please tick if you'd like to use the following:

☐TV ☐Kids Chairs, If yes how many:..... ☐Audio System

☐ Outside Entertainment, eg Jumping Castle Etc. Details:.....

*Signed: Name of hirer:Type of function:-
(*for hirer)

* *No. guests*Date/s .hired: start.timefinish Contact phone no:-

*Address:

If exit/clean-up OK then::for EFT Bond Return, please include your bank account details below,

Acc. Name:..... BSB:..... Acc. No.:.....

Office Use:

After event:- Clean up OK? ☐ Bond returned ☐ Date Key returned ☐ Tot. Amount pd