**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:** Hire$150,$ ………, Bond $300 Paid EFT | Total Paid:…………..

**Office use**:-

Signed (for BMPMC) ……………………… Name: ……………………….. Date Pd:- …………….

Bookings: <http://www.bowenmountain.org.au/bookings/booking-community-room/> ; Email: [bowenmountainpark@gmail.com](mailto: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 | ⃞ | Max. guests 60. No public sharing of the event online, to avoid unwanted attendees. |
| 2 | ⃞ | For **evening/night** events:- *Noise* must be kept to a minimum at all times. All noise to cease before 10.00pm. Building to be *vacated* by 11pm. Exit quietly so as not to disturb neighbors. |
| 3 | ⃞ | Nothing may be affixed (or taken off eg paintings, fire extinguishers) the walls, doors, ceiling & spotlights |
| 4 | ⃞ | Building, including toilets the kitchen area and used outside area to be left *clean and tidy*. Hall floor to be swept & mopped# . |
| 5 | ⃞ | All *furniture* to be left safely stowed & left as arranged prior to your function **#** |
| 6 | ⃞ | *Rubbish* to be placed in outside bins (near car park) and excess removed from the park. *Recyclables* to be kept clean & separate |
| 7 | ⃞ | Breakage and damages to be paid for by the hirer. Hall to be left in same condition or better. |
| 8 | ⃞ | 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 | ⃞ | The hirer must be 18 years and older & is responsible for ensuring that these conditions are adhered to. |
| 10 | ⃞ | No animals/pets to be in building or fenced area. No ball games in fenced area or close to the hall. |
| 11 | ⃞ | *Oven* to be used for heating only, food to be covered and oven to be left clean. The kitchen is for serving food only. |
| 12 | ⃞ | 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 [ ]

**✂ -------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

(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.time …..........finish ….......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 ……..