

## 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 1<sup>st</sup> column

1	<input type="checkbox"/>	Max. guests 60. No public sharing of the event online, to avoid unwanted attendees.
2	<input type="checkbox"/>	For <b>evening/night</b> 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.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 .....