

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:*Start Time: -.....

Charges: Cash Received the amount of: \$180/ \$200 cash; other.....

Signed (for BMPMC) Name: Date:-

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

Phone 4-5 days prior to arrange key pick up:- Colin 4572 1710; Russell 45722393; Ty/Brooke; 45722213;

Conditions¹:

1. No mention of event on social media.
2. *Noise* must be kept to a minimum at all times. All noise to cease before 11.00pm. Building to be *vacated* by midnight .
3. Nothing may be *affixed* to the walls, ceiling & spotlights without prior consent of the booking officer.
4. Building, including toilets the kitchen area and used outside area to be left *clean and tidy*.
5. All *furniture* to be left safely stowed & left in an orderly manner as requested.
6. *Rubbish* to be placed in outside bins (near southern gates) and excess removed from the park. *Recyclables* to be kept separate.
7. *Breakage and damages* to be paid for by the hirer.
8. No *vehicles* to enter the park unless used for unloading/ loading equipment or for disabled persons. *Park gates* to be kept shut.
9. The *hirer* must be 18years 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.
11. *Oven* to be used for heating only, food to be covered and oven to be left clean.
12. If these conditions have been adhered to & the hall is *clean & tidy*, bond² to be refunded after inspection by BMPMC booking officer or delegate.

¹Variations may be made by agreement with the booking officer. Hire time to include set up and clean up.

²Arrangements for inspection to be made at time of hiring. Inspection may not be able to be made directly after the clean-up.

Note . The booking officer or delegate has the right to withhold the bond or part thereof.

Police Liquor Permit required:- Yes [] No []

(To be retained by hirer)

✂

(To be retained by booking officer)

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

*Alcoholic beverages consumed? Yes [] No []

*I agree to abide by the above conditions:- Variations: Nil [] Specify:-No (above) []

*Signed:
 (*for hirer) (for BMPM committee)

*Name of hirer: *Type of function:- *No. guests expected

*Date/s hired: Time:- start finish

*Contact phone no:- mo.:landline:-

*Address:

Office (BMPMC officer) use

Facilities inspected (prior to event):- Yes [] No [] Date:

Charges (cash)	Received		Bond Returned to Hirer	
	\$ Amount	Date	\$ Amount	Date
Hire fee \$80.00/100			//////////	//////////
Bond \$100.00				

Police Alcohol /Liquor form
Required Y/N
Received Y/N
Date

After event *Bond/Key returned*

Hirers' signature:- Name:-

Key returned ...