APPLICATION TO HIRE WINDORAH COMMUNITY CENTRE

Community Centre, Windorah - Phone 4656 3063 Fax 4656 3137

Please tick requirements: ☐ **Hall** ☐ **Meeting Room** ☐ **Air-conditioning** ☐ **PA System**
☐ **Kitchen** ☐ **Crockery (quantity):_____** ☐ **Tables (quantity):_____** ☐ **Chairs (quantity):_____**

on (day): _____ (date): _____ (month): _____

from: _____am/pm to _____ am/pm.

Nature of Function: _____

On completion of function the premises will be cleaned ready for inspection by Council Staff

on (day)_____, (month)_____, (date) _____ at _____ am/pm

or ☐ agree for Council to have to premises cleaned and services charged to the club/organization or individual.

I _____ on behalf of (club/organization) _____Ph No:_____

Agree to the conditions listed below regarding the use of the abovementioned premises:-

1. The premises are to be left in a clean and tidy state after use.
2. Tables and chairs cleaned and stacked.
3. All locked areas secured and lights and air-conditioners turned off.
4. The person/organisation shall be deemed liable for the cost of cleaning if premises are left in an unsatisfactory state and for any breakages or damage incurred upon the premises or its surrounds, any such damage must the reported to Council at the first possible instance.
5. Contact the Windorah Information Centre on 4656 3063 if any equipment requires maintenance/repair or if gas bottles need replacing.
6. If applicable, this booking will not be confirmed until hire fees have been paid.
7 Keys must be returned to the Windorah Information Centre on the first working day after the conclusion of the function.

Failure to comply with the conditions set herein will result in Barcoo Shire Council refusing future use of the premises to the abovementioned club/organization/individual and steps may be taken to recover any costs involved.

_____ _____
(Signature of applicant) *(Signature of Authorised Council Representative)*

Date: Date: