

Palmwoods Memorial Hall Association Inc.

ABN 58 879 561 487
 PO Box 180, Palmwoods QLD 4555
 email: palmwoodshall@gmail.com web: www.palmwoodshall.org.au

HALL HIRE AGREEMENT

Name of Hirer: _____ Authorised Representative: _____

Please Complete for Permanent Hire Only:	
Day/s of Week Required:	Starting From Date:

Date/s Required: _____ Entry Time: _____ Exit Time: _____

Hire Purpose: _____ BANK DETAILS FOR BOND REFUND:

Mailing Address: _____ BSB: _____

_____ Acct No: _____

Email Address: _____ Name: _____

Phone: _____ Emergency Phone: _____

Area Required	Hours	Rate	Cost
Main Hall			\$
Kitchen (incl. oven, double-door fridge, dishwasher, microwave, pie warmer, freezer, toaster, urn)			\$
Supper Room			\$
Meeting Room (incl. bar fridge, tea/coffee making facilities, air-con)			\$
Kitchenette (incl. urn, double-door fridge, freezer)			\$
Dining Options	Qty	Rate	Cost
Wedding Package (incl. tables, chairs, max 150 crockery, cutlery, glassware)			\$
Tables (seats 6 to 8 people – measure approx. 75cm x 185cm)			\$
Tablecloths (incl. laundering)			\$
Chair Covers (incl. laundering)			\$
Crockery and Cutlery (individual place settings)			\$
Wine Glasses			\$
Sound and Lighting Options	Qty	Rate	Cost
Portable PA System (wireless microphone and Bluetooth speaker)			\$
Sound Equipment (competent person only to operate, at hirer's expense)			\$
Lighting Equipment (competent person only to operate, at hirer's expense)			\$
Grand Piano			\$
Extra Add-Ons	Qty	Rate	Cost
Security Bond (compulsory for large functions - refundable)			\$
Early Set Up (day prior)	Time Required From:		\$
Late Pack Up (day after)	Time Required To:		\$
Cleaning			\$
An invoice will be issued to the above address itemising your rental charges and additional items if applicable. TOTAL COST			\$

As the hirer, or authorised representative of the hirer, I _____, agree that the hirer will pay all costs associated with their hire as listed above and have read and will abide by the Hire Terms and Conditions.
(Hirer or Authorised Representative Name)

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Signature

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Date