

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:

Mailing Address:

Email Address:

Phone: Emergency Phone:

Area Required	Hours	Rate	Cost
Main Hall			\$
Stage			\$
Kitchen (incl. oven, double door fridge, dishwasher, microwave, pie warmer, freezer, toaster, urn)			\$
Supper Room			\$
Meeting Room			\$
Kitchenette (incl. urn, double door fridge, freezer)			\$
Foyer			\$
Dining Options	Qty	Rate	Cost
Tables (seats 6 to 8 people – measure approx. 75cm x 185cm)			\$
Table Cloths (incl. laundering)			\$
Chair Covers (incl. laundering)			\$
Crockery and Cutlery (150 place settings)			\$
Wine Glasses			\$
Sound and Lighting Options	Qty	Rate	Cost
Fixed Line Microphone			\$
Radio Microphone			\$
Sound Equipment			\$
Lighting Equipment			\$
CD Player			\$
Grand Piano			\$
Extra Add-Ons	Qty	Rate	Cost
Security Bond (refundable)			\$
Early Set Up (day prior)	Time Required From:		\$
Late Pack Up (day after)	Time Required To:		\$
Cleaning			\$
			TOTAL COST \$

An invoice will be issued to the above address itemising your rental charges and additional items if applicable.

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