

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 phone: 5478 9539

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 will abide by the Hire Terms and Conditions.
(Hirer or Authorised Representative Name)

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Signature

.....
Date