

Casual Hall Hire Agreement

5th City of Brunswick Scout Hall
213A Weston Street
Brunswick 3056

Hall Booking Contact Details

Terry Pyke
Phone: 03 – 9036 2975
Mobile: 0432 181 977
Email: hallhire@5thbrunswickscouts.org.au
Emergency Contact: 0439 710 828 (Matt)

Application Form

Name of hirer (person responsible)	
Type of organisation	Profit Non-profit Social (please circle one)
Full Address	
Home phone	
Work phone	
Mobile phone	
Email	
Space required (e.g. 1 hall, kitchen, etc)	
Additional facilities required	
Purpose of use	
Day and date of use	
Start time	
End time	
Fee	
Bond	
Bank details (for prompt bond refund)	BSB: ACC:
Alcohol*	Yes No (please circle one)
<p>*Please note that you must have approval for the consumption of any alcohol on the premises. If you, the hirer, propose to have alcohol served in the Hall during your hiring period, it is your sole responsibility to obtain the necessary liquor licence and comply with all the terms of that licence. It is a condition of your hiring of this hall that you obtain the requisite liquor licence. In Victoria a temporary limited liquor licence can be obtained from the Victorian Commission for Gambling and Liquor Regulation, GPO Box 1988 Melbourne VIC 3001 or at 49 Elizabeth Street, Richmond, or at the Victorian Consumer and Business Centre, 113 Exhibition Street, Melbourne. See: http://responsiblealcohol.vic.gov.au A copy of the licence must be provided to the booking officer before the keys will be issued to you.</p>	

The Organisation/Group/Individual agrees to use the hall and the Key to the hall on the following terms:

- To abide by the Terms and Conditions applying to the use of the hall
- To use the hall only for the time and purpose specified on the application
- To ensure the maintenance of good order at the hall during its use and to leave the hall on each occasion of use in a clean and tidy state
- To lock all windows and doors as required on entry and exit
- To report any damage or break-in immediately

The Scout Group has the right to refuse a booking without the necessity to give a reason.

I the hirer have read and understand the attached Terms and Conditions for the Hire of the Hall. I understand that I am not permitted to set up the night before, or come back the day after my function to clean, and that all equipment must be packed up and gone by 1 am the night of hire. I agree to be fully responsible for the payment of fees and charges and any additional charges arising out of hiring in accordance with the terms and conditions that have been supplied to me.

Print name of hirer	
Signature of hirer	
Date	

Office Use Only		
Item	Date Received	Initial
Hire fee		
Bond		
Alcohol permits sighted	yes no not required	
Security confirmation	yes no not required	
Key issued		
Key returned		