

Arts Narrogin Premises Booking Form

Applicant Details	
Name of hirer	
Name of company / organisation	
Mailing address	
Email	
Contact number	

Function Details	
Function description	
Date(s) required	
Time(s) required	
Number of people attending	
Room required (please tick)	Board / Meeting Room <input type="checkbox"/>
	Function Room <input type="checkbox"/>
Are you an Arts Narrogin member?	

Declaration / Acceptance of Conditions of Hire

I have read, understood, and agree to abide by the **Conditions of Hire** as set out in Appendix 1 of this document. I agree to take responsibility as the hirer of the facility, and as such will ensure that all conditions are followed and adhered to. Should these not be followed I understand it can lead to the forfeiture of the bond and/or further action taken.

Name: _____

Signature: _____

Date: _____

Office Use Only			
Rate Cost	Member		Non-Member
Total Cost of Fees			
Bond Amount			
Booking Approval	Approved		Not Approved
Reason for non-approval (if applicable)			

Staff Member: _____

Date: _____

Appendix 1 - Conditions of Hire

Hirer	<p>The hirer must be 18 years or over and remain on the premises for the duration of the function.</p> <p>The hirer is responsible for the condition of the hired venue.</p> <p>The hirer is to sign the associated booking form, and all details are true and accurate.</p> <p>Set up for hire is the responsibility of the hirer.</p>
Access	<p>The hirer and function attendees are restricted to the specific area of hire. Rooms that are booked will not clash with Arts Narrogin events or Board meetings.</p> <p>Arts Narrogin reserves the right to request that a booking time be changed if staff deem it inappropriate to provide the hirer with a key.</p>
Hire Charge	<p>Payment of the prescribed hire charge must be paid in full prior to the use of the facility. Keys will not be released unless payment is made.</p>
Bond	<p>The relevant security bond is payable to Arts Narrogin before the hirer has access to the area.</p> <p>Refund of bond will only be made after satisfactory inspection.</p> <p>Arts Narrogin reserves the right to withhold the security bond if the hired room is not returned to its original condition.</p> <p>Arts Narrogin reserves the right to withhold the security bond if any keys for building access are lost or not returned.</p>
Keys	<p>Any keys that are given must be returned to Arts Narrogin no later than the day after the function.</p>
Smoking	<p>Smoking is not permitted within the Arts Narrogin premises. Failure to comply will result in the forfeiture of any bond paid.</p>
Alcohol	<p>If the hirer is to sell alcohol on the premises, Arts Narrogin staff are to be advised when the hirer is making the booking, and the relevant regulatory requirements are adhered to.</p>
Furniture / Equipment	<p>No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from the Arts Narrogin premises without prior permission from Arts Narrogin.</p> <p>All equipment such as heaters, lighting and kitchen equipment must be turned off when departing the premises.</p>
Cutlery / Crockery	<p>All crockery and cutlery used is to be washed and put away.</p>
Tea / Coffee	<p>The hirer is to supply their own tea, coffee, or other beverage facilities.</p> <p>Bottled water is available for purchase for the prescribed amount at the time of hire.</p>
Decorations	<p>No person shall erect any internal decorations, place nails or screws in woodwork or walls in the premises.</p> <p>Internal decorations may be temporarily affixed with prior approval from Arts Narrogin.</p>
Premises Condition	<p>The hired room must be returned to its original condition upon use.</p>

Appendix 2 – Hire Fees

Board / Meeting Room		
Rate	Members	Non-Members
Hourly	\$15.00	\$20.00
Full Day	\$120.00	\$160.00
Security Bond: \$100.00		

Function Room		
Rate	Members	Non-Members
Hourly	\$25.00	\$35.00
Full Day	\$200.00	\$280.00
Security Bond: \$200.00		