

GOOMALLING SPORT AND COMMUNITY CENTRE

BOOKING FORM – LOCAL ORGANISATIONS

CONTACT DETAILS

Organisation:

Contact Name:

Phone:

HIRE DETAILS

Session Type:

Function Room

Meeting Room

Kitchen

Bar

Date of Hire:

Open Time:

Start Time:

Finish Time:

Number of Guests:

Reason for Hire:

Other Comments:

Do you require the BBQ? YES / NO (A \$150 cleaning fee will apply if not cleaned after use)

CONDITIONS OF HIRE

- It is the responsibility of the hirer to move any furniture and return to its original position
- It is the responsibility of the hirer to clean up after the event on the night, or otherwise organised with the manager to have access to the building the next morning. This includes cleaning of the kitchen, vacuum and mopping function room and meeting room, cleaning any dishes, tables used for serving of food must be cleaned.
- All rubbish bins are to be emptied into the outside green bins
- The Goomalling Sport and Community Centre is a smoke free building
- Any damage must be reported immediately to the manager. It will be up to the discretion of the Shire of Goomalling and Mortlock Sports Council if the hirer will be charged for any damage.
- The Goomalling Sport and Community Centre is a public facility. If the times of the hire are in conjunction with our general opening hours, we cannot refuse entry to the general public. If a private function is required, please contact the manager when completing this form.
- If an event requires the bar to be open outside our general opening hours, Mortlock Sports Council will supply the relevant staff required at an additional cost.
- The Goomalling Sport and Community Centre is strictly NO BYO
- Any extra cleaning required after the event will be charged to the hirer to a minimum cost of \$500

Name: _____ Date: _____

Signature: _____

- I acknowledge that we will be charged a cleaning fee for the function room if we have used the kitchen and it is not cleaned sufficiently.**