

# Shire of Morawa

## VENUE HIRE FORM



**ALL HIRE FEES TO BE PAID IN FULL PRIOR TO RECEIVING KEYS FOR ANY VENUE. FACILITIES WILL BE CHECKED AFTER USE PRIOR TO BOND REFUND BEING PROCESSED.**

**ALL KEYS TO BE RETURNED BY 10AM THE FOLLOW DAY**

Full Name:	
Company:	
Phone Number:	
Email Address	

Facility to be Hired	<input type="checkbox"/> Oval Function Room	<input type="checkbox"/> Town Hall
	<input type="checkbox"/> Tennis Meeting Room	<input type="checkbox"/> Other: _____
Reason for Hire:		
Dates Required:		
Times:	From: _____ To: _____	Attendees: _____

Will Alcohol be available:  Yes  No  
 (If yes please complete 'Application to consume liquor' Permits must be approved by CEO)

Signature:	
Date:	

For bond refund payments please supply the following: Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ BSB: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Chief Executive Officer:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Signature: _____	Date: _____
Payment to be paid via:	EFT <input type="checkbox"/> or Invoice <input type="checkbox"/>
If being invoiced, please forward to Debtors for processing	
Invoice # _____	Paid Date: _____
Facility Cleaned: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Facility Inspector: _____	
Bond returned: Yes <input type="checkbox"/>	No <input type="checkbox"/> Signature of Hirer & Staff member _____