



HIRE AGREEMENT 2020/21
 Borden Pavilion
 Stone Street, Borden, WA 6338

Name of organisation:
Contact person:
Phone:
Email:
Mailing address:
Date of hire:
Purpose of hire:
Start time (including set-up):
Finish time (including packup):
Number of people:

Facility / service	Fee
<input type="checkbox"/> Main Hall (includes outside courtyard)	<input type="checkbox"/> <3hrs \$200 <input type="checkbox"/> >3hrs \$330
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> <3hrs \$60 <input type="checkbox"/> >3hrs \$110
<input type="checkbox"/> Kitchen / Bar (food prep, use of fixtures & equipment)	<input type="checkbox"/> <3hrs \$55 <input type="checkbox"/> >3hrs \$110
<input type="checkbox"/> Oval use	<input type="checkbox"/> TBN, please discuss
<input type="checkbox"/> Cleaning (if not conducting yourself)	<input type="checkbox"/> \$25/hr
Additional options	Fee
<input type="checkbox"/> Kitchen (minimal use i.e. tea & coffee)	<input type="checkbox"/> No fee
<input type="checkbox"/> AV projector (main hall only)	<input type="checkbox"/> \$50
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> No fee
<input type="checkbox"/> Catering/tea & coffee	<input type="checkbox"/> Please discuss
<input type="checkbox"/> Other equipment hire	<input type="checkbox"/> TBN, please discuss

CONDITIONS OF USE

- All furniture and fittings must be left as they were found.
- If hirer is conducting their own cleaning all equipment and surfaces are to be cleaned to original condition.
- If hirer is not conducting own cleaning all equipment and surfaces should still be left clean and packed away, all rubbish bins should be emptied to the outside bins and all food should be taken away. A fee of \$25/hr applies to post-event cleaning. Please enquire before your event.
- Any breakages must be reported to the Pavilion Coordinator and may be added to the final cost of hiring.
- Consumable stock, including bar stock, must not be used unless stated in the conditions of hire.
- Facilities/rooms not included in the agreement are not to be accessed.
- There will be no smoking inside the building.
- Hirer must apply and pay for an occasional liquor license, at least 14 working days prior to function if they wish to operate the bar and provide proof of such license to the Borden Pavilion Coordinator via email (admin@bordenpavilion.com.au) prior to the function.
- Hirer will be responsible for ensuring that the event does not breach any Gnowangerup Shire Council by-laws with regard to noise levels, overcrowding, obstruction of doors and occupancy limits.
- It is a condition of hire that you provide us with a copy of your public liability insurance policy (via email admin@bordenpavilion.com.au). If you have provided us with this information previously, please ensure that the information we have is current.
- Please ensure all lights are switched off and all doors and windows are locked before you leave.
- Other: _____

ACCESS

Please discuss with Borden Pavilion Coordinator Pip Moir

To confirm your booking and your compliance with all above-stated conditions of hire and conditions of use, please sign below and return **via email** to:

Pip Moir

Borden Pavilion Coordinator

admin@bordenpavilion.com.au

Name: _____

Signed: _____ Date: _____