

Wongawilli Community Centre

Application for Hire (for WCDC)

Please note that application to the **Dapto Rural Fire Service** (ph 4261 7363 - fax 4261 7279) is required for the use of the Park Grounds surrounding the Hall. The boundary of the Centre is the toilets and the concrete slab at rear.

Date of Event: _____

Hire Time (including preparation and pickup): From _____ to _____

Function is to cease at Midnight on Friday and Saturday nights and 11pm on other nights.

Type of Event: _____

Number Attending Function (approx.) _____ but will not exceed _____

Please note hall limit is 70 persons

Will Alcohol be present? ____ What Alcohol control measures will you have in place?

Please check Conditions of Use and General Information if so.

Name of Hirer: _____ Email: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone No: _____ (mobile) _____ (home)

Charges: \$ 180 **Minimum Hire charge**
General hire costs – 4 hrs min \$180 plus \$30/hr for additional hours

\$ _____ **Additional time** ____ hrs \$30/hr

\$ _____ **Bond** \$300 general functions, \$600 high risk functions

\$ 35 **Security Lock-Up Fee** A Security Guard will arrive 30 minutes before the nominated pickup completion time to ensure the function is completed and that pickup is in progress. The fee covers the Guard for 30 minutes. Additional time after that will be charged at \$70/hr and deducted from the bond.

\$ 30 **Waste Bin Hire** All waste is to be taken away or a fee of \$25 can be paid for use of the Hall Waste Bin. Strikeout if not applicable.

Total due: \$ _____

Deposit paid: \$ _____ Date paid: _____

Remainder: \$ _____ Date paid: _____

You or your organisation may be liable for any loss, damage or claims resulting from your use of this facility. You should consider obtaining suitable insurance.

I have read and understand the conditions applying to the use of the Wongawilli Community Centre. I agree to abide by and be bound by those conditions.

I agree to complete all the items on the Wongawilli Community Centre Completion of Use Checklist to receive my bond back.

Signature of Hirer: _____ Date _____

Please return form and payment to:

Wongawilli Colonial Dance Club Inc. PO Box 175, Jamberoo, NSW, 2533

Enquiries: Telephone 0409 57 1788

PLEASE MAKE CHEQUES TO: **Wongawilli Colonial Dance Club Inc.**

Bond returned: Date: _____ Returned to: _____ (name & tel no.)

Reason for non-return or partial return of bond:

Wongawilli Community Centre

Instructions for booking & general information

ABOUT THE CENTRE and CONDITIONS

- All functions are to cease by 11pm on Sunday to Thursday and Midnight on Fridays and Saturdays.
- All parties involving youth (21sts, 18ths) /alcohol are to be supervised by responsible adults. Hirers should consider providing security and other control measures.
- The Centre is relatively small - approx. 6.3 metres wide x 13.8 metres long.
- The Centre can comfortably seat 50 persons at tables and over 70 people in chairs.
- There are 10 large new tables and 6 small round tables available for use
- There is a small kitchen with a domestic oven, 2 refrigerators, a sink and a boiling water urn.
- Hirers are to provide their own crockery and utensils.
- Hirers are to remove their rubbish or the Hall's 2 cubic metre capacity bin can be hired.
- There is parking for approximately 12 cars in the carpark next to the Centre. Further parking is available on the grounds. Use Hall Key set to open the gate.
- The male and female toilets are outside the Centre. It is advisable to bring additional toilet paper.

RATES

- Monday to Friday 5pm -\$100 for 4 hours, additional hour \$25/hr.
- Friday Evening, Saturday, Sunday - \$180 for 4 hours, additional time \$30/hr.
- Security Lock-Up Fee (at end of function) – fixed fee - \$35
- Additional Security Presence \$60/hr

DEPOSIT & SECURING A BOOKING

50% deposit of Hall required to secure booking.

FINAL PAYMENT and KEY PICKUP

Final payment, including bond, to be paid on the Wednesday evening before the booking at Wongawilli Community Centre between 8.15pm and 10pm.

Hall keys pickup and final instructions will be advised then.

PAYMENT METHOD

Payment preferred on Wednesday evenings at Wongawilli Community Centre between 8.15pm and 10pm.

Payments by cheque to **Wongawilli Colonial Dance Club** and mail to PO Box 175, Jamberoo, NSW, 2530

Payments by credit card acceptable and over the phone with **Pat 02 4236 0097**.

FURTHER INFORMATION

David De Santi

0409 57 1788, desanti@bigpond.com

Website (with downloadable forms):

www.wongawillicolonialdance.org.au/page/hall