

Wongawilli Community Centre

Confirmation of Booking (for hirer)

Date of Event: _____

Hire Time (including preparation and packup): 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 _____

Name of Hirer:

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 and Security personnel.

Confirmation of Charges:

\$ _____	Hire charge, minimum fee for 4hrs = \$180
\$ _____	Additional hours, \$30/hr
\$ _____	Bond (<i>\$300 general functions, \$600 high risk functions</i>)
\$ 35	Security Lock-Up Fee
\$ 30	Hall Bin Fee (<i>strikeout if not applicable</i>)

Total due: \$ _____

Deposit paid: \$ _____ Date paid: _____

Remainder to be paid on Wednesday before Event: \$ _____

Hall opening: Keys will be issued at the Hall at the nominated start time of the Event above.

Key return: If keys are provided return to the Security Guard on the evening of the Event.

Bond return: Come to the Centre the Wednesday after the Event for Bond Return if all requirements of the **Wongawilli Community Centre Completion of Use Checklist** have been carried out.

Signature: _____
for Wongawilli Colonial Dance Club Inc.

Date

Hall Manager – David De Santi 0409 57 1788

In case of VANDALISM / GRAFFITI call: 4227 7816
POLICE HELP LINE ph 131 444
Wollongong City Council (Office hours) ph 4227 7251
COUNCIL AFTER HOURS EMERGENCY ph 4227 9920
GRAFFITI HOT LINE ph 4227 7816

Wongawilli Community Centre

Bond Return Checklist (for hirer)

Upon the 100% satisfactory completion of the following items, the full bond will be returned.

The amount returned may be adjusted dependant on the non-completion of items.

		Completed by hirer	Checked caretaker	Comment
1	Hall locked after hire	<input type="checkbox"/>	<input type="checkbox"/>	
2	Park access gate locked	<input type="checkbox"/>	<input type="checkbox"/>	
3	Keys returned	<input type="checkbox"/>	<input type="checkbox"/>	
4	Hall items left intact – piano, backdrop, picture frames, fire extinguishers, stage lights, curtains, storeroom items, BBQ, ladder, cleaning equipment	<input type="checkbox"/>	<input type="checkbox"/>	
5	All rubbish removed from building and surrounds	<input type="checkbox"/>	<input type="checkbox"/>	
6	All cigarette butts removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
7	Main power switch turned off	<input type="checkbox"/>	<input type="checkbox"/>	
8	Park left clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>	
9	Small bins cleaned and emptied	<input type="checkbox"/>	<input type="checkbox"/>	
10	Function concluded on time	<input type="checkbox"/>	<input type="checkbox"/>	
11	Refrigerators left clean and door ajar	<input type="checkbox"/>	<input type="checkbox"/>	
12	Oven cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
13	Floor cleaned and mopped	<input type="checkbox"/>	<input type="checkbox"/>	
14	Benches and sink cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
15	Toilets functioning	<input type="checkbox"/>	<input type="checkbox"/>	
16	Male toilet cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
17	Female Toilet cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
18	Hall floor cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
19	All decorations removed including fixings – tape, Bluetak, pins, streamers, tape, balloons	<input type="checkbox"/>	<input type="checkbox"/>	
20	10 chairs placed on stage	<input type="checkbox"/>	<input type="checkbox"/>	
21	Chairs placed on back wall of hall	<input type="checkbox"/>	<input type="checkbox"/>	
22	Concrete area swept and cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
23	All chairs stacked in Storeroom as per diagram	<input type="checkbox"/>	<input type="checkbox"/>	
24	All tables stacked onto table trolley and returned to store	<input type="checkbox"/>	<input type="checkbox"/>	

