SHIRE OF WANDERING

22 Watts Street, Wandering 6308

Phone: 9884 1056

Email: [reception@wandering.wa.gov.au](mailto:reception@wandering.wa.gov.au)

**COMMUNITY CENTRE HIRE FORM**

PLEASE COMPLETE AND SIGN THE FOLLOWING FORMS IN ORDER TO CONFIRM YOUR BOOKING. ALL BONDS AND FEES MUST BE PAID IN ORDER FOR THE KEYS TO BE ISSUED. BY SIGNING THIS FORM YOU ARE AGREEING TO THE TERMS AND CONDITIONS OF USE.

**DETAILS OF APPLICANT / HIRER**

**Name of Applicant**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will you be contactable during the event?**🞏 YES 🞏 NO

**If NO, who can we contact?**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILS OF FUNCTION / EVENT**

**Date of Function / Event: ­­­­­­­­­­­­­­­­**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Required:** From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Function / Event:** 🞏Public 🞏Private 🞏Commercial

🞏Corporate 🞏Government 🞏School

🞏Fundraising 🞏Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of event:** ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approximate number of people attending:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will alcohol be consumed or sold at this event?** 🞏 YES 🞏 NO

**If YES, do you have a licence to sell alcohol?** 🞏 YES 🞏 NO **Lic. #** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Will food be served at this event?** 🞏 YES 🞏 NO

**If YES, describe how it will be prepared, supplied and served (temporary food stall application to be completed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will you be requiring the use of:**

* The kitchen / oven facilities
* The BBQ
* Trestle Tables & Chairs
* Sound Equipment (PA)

**DETAILS OF PAYMENT (Please tick the method of payment)**

**Please be aware that all hire fees and bond payments must be paid in full before your booking of the hall can be confirmed. (Bond of $270).**

**Hire Fees:**🞏Cash 🞏Cheque 🞏EFTPOS 🞏Direct Deposit (details below)

**Bond Fees:** 🞏Cash 🞏Cheque 🞏EFTPOS 🞏Direct Deposit (details below)

**Account Name:** Shire of Wandering **BSB:** 036-170 **Account Number:** 00-0091 **Reference:** Name or Group

**RETURN OF BOND**

All bonds are refunded by **cheque / EFT(please circle)** to the person listed below. Bonds will be refunded within three weeks after keys have been returned, provided that the conditions of use have been met.

**EFT DETAILS FOR BOND REFUND:**

ACCOUNT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BSB: \_\_\_\_\_\_\_\_\_\_ A/C #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO ENSURE RETURN OF BOND:**

1. All keys must be returned by **10:00 am** on the next working day following hire.
2. The facility, and its immediate surroundings, must be left in a clean and undamaged state. (Refer to conditions of use checklist, page 1).
3. Any costs incurred due to cleaning, repairs, damages, and/or replacement of lost/broken items will be deducted from the bond unless paid in full.
4. All the conditions of use are met (refer to conditions of use checklist, page 1).
5. Your bond or the balance thereof will be returned to the person listed below within 4 weeks.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION OF AGREEMENT AND UNDERSTANDING**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby understand and agree to the terms and conditions of hiring the Wandering Community Centre (as laid out one page 1).

Signature of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

**NOTE:** It is a requirement that this form be signed before any bookings can be approved, and any keys issued.

**OFFICE USE ONLY**

**Approval of booking:**

Amount paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ via: \_\_\_\_\_\_\_\_\_ 🞏 Bond paid

Name of Shire of Wandering Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

**22 Watts Street, Wandering WA 6308**

**ABN: 27 552 059 809**

**Telephone: 9884 1056 Facsimile: 9884 1510**

**Email:** [**reception@wandering.wa.gov.au**](mailto:reception@wandering.wa.gov.au)

**Website:** [**www.wandering.wa.gov.au**](http://www.wandering.wa.gov.au)

**SHIRE OF WANDERING – COMMUNITY CENTRE HALL**

**CASUAL HIRE AGREEMENT (GENERAL TERMS)**

***NOTE: After reading the following terms and conditions (pages 3-7) the forms (pages 1 & 2) are to be filled out and returned to the Shire of Wandering. The checklists (pages 8 & 9) are for your reference.***

The Shire of Wandering currently operates a hall and Community Centre facility as a service

Provided to the Wandering community. This service aims to foster the development of the

community and meet their needs for a well-resourced space to meet and conduct activities. The Shire of Wandering owns and administers these facilities which are available for casual hire by community groups, businesses and local residents for recreation, functions, arts and culture and meetings.

To ensure that our premise is suitably maintained at all times, we require hirers to read, understand

and action, as required, the General Terms of this agreement.

**General**

These General Conditions represent the requirements of the Shire of Wandering for the hire of the

Wandering Community Centre.

The Shire of Wandering must be informed of the purpose for which any area is to be used at the time

the booking is made. Hirers shall conduct and manage the function in a proper, orderly and lawful

manner and shall not permit any act, or anything which may negatively impact the reputation of the Shire of Wandering. The Shire of Wandering reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Hirer.

Venues covered by these General Conditions include:

* Wandering Community Centre

The Centre is a community facility, and is available for meetings, training, workshops, forums,

recreation activities.

The hirer, must be a responsible person, eighteen (18) years or older who will be held liable to the

Shire for the cost of the repair of any damage to any part of the building premises, fitting,

furniture, appliances or fixings during the term of the function or meeting. The Hirer shall only be

permitted to use the part or parts of the building hired and use only the furniture and equipment

agreed to by the Shire of Wandering.

The Hirer on the Application Form should not use the building for any purpose other than that applied for. It is the responsibility of the Hirer to see that its members and/or guests understand and adhere to these conditions.

**Bookings**

When the Hirer requests a booking, Council may issue an acknowledgement by email or phone. For

the booking request to be confirmed by the Shire of Wandering, a copy of the hirer’s current

certificate of Public Liability insurance (where applicable), together with full payment of the hire

fees [where required] must be received within five (5) business days of the date of

acknowledgement.

**Cancellation**

**In the event a Hirer cancels a confirmed booking, all monies paid in advance will be refunded except when the cancellation is made within 48 hours of the event, in which case all monies will be forfeited as a cancellation fee.**

**Payment**

Unless otherwise agreed to by the Shire of Wandering, full payment of hire fees must be forwarded to

The Shire of Wandering on confirmation of the booking. Payment may be made by credit card, cash

or cheque (payable to the “Shire of Wandering”). Credit card payments may be made by telephoning

the shire office on 9884 1056 (8.30am to 4.30pm weekdays).

Purchase orders will be accepted from government departments for the hire fees on confirmation

of booking. An invoice for the hire fees will be sent upon receipt of the purchase order.

**Bond**

A bond of $270 applies for all functions.

This will be refunded if the area/equipment used is left in an undamaged, clean and tidy condition

and the key is returned. The bond must be paid in full prior to the function, either by credit card or

cash.

***If any additional cleaning, repair or replacement is required due to damage or missing/stolen items, then part or whole of the bond will be retained and any costs over and above the bond will be incurred by the Hirer. The Bond will be held by the Shire until any dispute (if any should arise) has been resolved.***

**Security**

The Hirer is responsible for securing the premises and ensuring that all lights and appliances are turned off, except for the two fridges which are located in the store room, and all external doors are locked. In the event the Hirer does not properly secure the building any costs to recover security call out charges, repair to damaged items or replacement of stolen items will be borne by the Hirer. If security staff are required for any function the costs of such a service will be borne by the Hirer, payable in advance upon organisation by Shire of Wandering.

**Damage to Building & Equipment**

The Hirer is responsible for any damage or loss to the building, equipment or collection that may

occur while the Centre is under hire and undertakes to promptly compensate the Shire of Wandering

upon request should damage occur. Also refer to “Security”.

**Use of Equipment**

Information as to the equipment available in each room is available from the Shire office upon booking and is available without extra charge. If additional equipment is required please enquire at the time of booking whether this is available. If not, the Hirer must obtain the equipment at their own cost.

It is recommended that Hirer’s giving presentations arrange a mutually convenient time to

attend the Centre in advance of their booking to test the equipment with their media device. Hirers

are required to supply their own stationery and consumables, including pens, paper (including

butcher’s paper) and whiteboard markers.

**Room Set Ups & Furniture**

The Hirer is to set up space/s as required and to return all Community Centre furniture to the position in which the furniture was found upon entry.

**Kitchen Facilities & Catering**

Kitchen facilities are available at the Wandering Community Centre. The facilities are for communal

use/maybe hired as a discrete space. Hirers using the kitchen must supply their own tea towels, food

and beverages.

Crockery, cutlery and glassware are available at each venue on request, and at no extra charge. An

additional fee for cleaning will apply if the following guidelines are not adhered to.

* Kitchen is to be left clean and tidy with all bench tops wiped down; and
* All dishes must be washed, dried and returned to the area they were removed from.
* Permits are required for the preparation, handling, storage and cooking of food and beverages intended for sale. Applications to operate a temporary food stall need to be completed and approved prior to the event. Information and applications can be obtained from the Shire on 9884 1056, or from the Shire of Wandering Website: <http://www.wandering.wa.gov.au/>

**Liquor Licence**

If alcohol is to be consumed on the premises a Liquor Licence must be obtained by the Hirer and must be submitted to Shire of Wandering prior to the function. For further information the Hirer must contact the Department of Racing, Gaming and Liquor (WA).

**Noise Levels**

In accordance with the Environmental Protection (Noise) Regulations 1997, noise must be kept to a minimum between 10pm and 7am Monday to Saturday, and between 10pm and 9am Sundays and public holidays.

* All live, recorded or amplified music or entertainment must not proceed past midnight (unless prior approval in writing has been obtained from the CEO).
* If the event will affect nearby residents (noise, traffic, parking) the Hirer is required to notify affected residents a minimum of 7 days prior.
* Should a Shire of Wandering Employee be called out as a result of the Hirer’s non-compliance with any condition of hire, a call-out fee will be deducted from the bond. The Employee shall have the authority to terminate the hire arrangement forthwith in the event of non-compliance if in the Employees reasonable opinion it is likely to continue.
* The hirer shall be responsible for the conduct of patrons at the event, and is responsible for ensuring that patrons leave the facility by midnight or at the conclusion of the event, whichever is earlier

**Displays, Signage & Decorations**

The Hirer will not affix anything, including signage, decorations or paper, to any surface of the rooms without the prior approval of council.

The Hirer shall be responsible for the provision, placement, use, removal and storage of portable

goals or structures. All portable/temporary structures are to be approved by the Shire.

**RESERVES/PUBLIC OPEN SPACE**

* No pointed objects of any type are to be driven into the surface of any sport ground/reserve. Alternative anchorage methods for stabilising temporary structures are to be used.
* Sprinklers or underground services to ovals/reserves are not to be removed or damaged.
* No vehicle access or parking on reserves is permitted (unless otherwise approved by the Shire prior to your event).
* Hirer is responsible for the line marking of the sports grounds. Water based PVA paint should be used for all ground marking. No lime, creosote, kerosene or herbicides such as roundup (glyphosate) are to be used for the reserve marking.
* All use of the grounds/reserve, change rooms, and floodlighting shall cease by 10pm, unless otherwise determined by the Shire.

**Deliveries, Storage & Removal**

The Community Centre has limited space and does not offer storage facilities except at the Councils

discretion. The Shire of Wandering will not accept liability for any damage or loss to goods left

or stored in the Centre prior to, during or after an event.

**Smoking**

The Shire of Wandering has a Smoke Free Policy and smoking is not permitted inside the Centre

or within 5 metres of any entry/exit.

**Parking**

On street parking is available at the premises. All parking is to be in accordance with the relevant

by-laws and road rules.

**Prohibitions**

The use of smoke machines, dry ice machines and special effects are prohibited in the Centre at

all times. No flammable liquids or other dangerous substances shall be brought onto the

premises. No live ammunition, gunpowder or fireworks shall be brought onto the premises.

**Good Order**

The Hirer shall be responsible for the full observance of these conditions and for the maintenance

and preservation of good order in the Community Centre and the immediate surrounds

throughout the whole duration of the hiring.

**Disclaimer**

***It is a condition of booking that all hirers conform to directions issued to them by Shire of***

***Wandering staff. The Shire of Wandering, its employees, servants and agents, shall not be***

***held responsible for any loss, damage or injury (fatal or otherwise), whether to property or***

***person, howsoever suffered the hirer.***

## Public Liability Requirements for Hiring a Shire of Wandering Premises

## General

The Hirer is liable for all property damage and personal injury or death to third parties arising out of negligent acts or omissions by the Hirer. As such the Hirer shall indemnify the Shire of Wandering against;

(i) Loss of or damage to property of the Shire of Wandering, including existing property;

(ii) Claims by any person against the Shire of Wandering arising out of or as a consequence of the actions of the hirer.

The Shire of Wandering will not accept liability for any damage, theft or loss of items belonging to or the responsibility of the Hirer or their invitees, unless the damage or loss is determined to be the result of the Shire of Wandering negligence.

Casual Hirer

1.1 Casual Hirer Liability

A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes. All other Hirers are required to provide evidence of Public Liability Insurance which covers the Hirer’s activity for the duration of the hire.

If you have been defined as a Casual Hirer, you shall be covered by the Shire of Wandering Casual Hirer’s Liability Insurance against claims by any person as a result of:

(a) any damage to property; or (b) death of, or personal injury to, a person, that occurs during the hire period due to the negligence of the Hirer.

Therefore, the Hirer need not, if the Hirer does not wish to do so, take out its own Public Liability Insurance. Cover is limited to $10,000,000 and the Hirer is liable for the $500 excess.

The Shire of Wandering Casual Hirers Liability insurance excludes, but not limited to, the following:

(i) Employer’s Liability;

(ii) Property in the Casual Hirers physical care, custody or control. This exclusion shall not apply to premises which are hired from the Shire of Wandering;

(iii) Personal injury or property damage arising out of the ownership, maintenance, operation of any registered vehicle, aircraft of watercraft;

(iv) Fines and penalties;

(v) Personal injury or property damage caused by or arising directly or indirectly out of or in connection with assault and battery committed by the Casual Hirer or at the Casual Hirer's direction unless reasonably necessary for the protection of persons or property;

(vi) Liability for loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with an act of terrorism

The Shire of Wandering must be notified in writing as soon as possible of every event involving personal injury or property damage, which may result in a claim under this cover.

## Excluded Hirer

2.1         Excluded Hirer Liability

If you have been defined as an Excluded Hirer, you **must** take out Public Liability Insurance in the Hirer’s name for the Hire Period.

The Hirer **must** provide the Shire of Wandering with a copy of the Hirer’s insurance policy (Certificate of Currency), prior to use of the premises.

2.2         Shire of Wandering is not liable for Excluded Hirers

The Hirer acknowledges and agrees in respect of each Excluded Hire that:

(a)    the Shire of Wandering public liability insurance will not cover the Hirer; and

(b)    none of the Shire of Wandering and the Excluded Persons are liable for any loss, damage, death, injury (including loss of or damage to property) of the Hirer or any other person that occurs during the Hire Period, except where due to the negligence of the Shire of Wandering or an Excluded Person.

## The term “Excluded Person” means:

(a)    any employee or officer of the Shire of Wandering;

(b)    any agent or independent contractor of the Shire of Wandering;

(c)    any voluntary worker who is carrying out honorary or unpaid duties or tasks for the Shire of Wandering; or

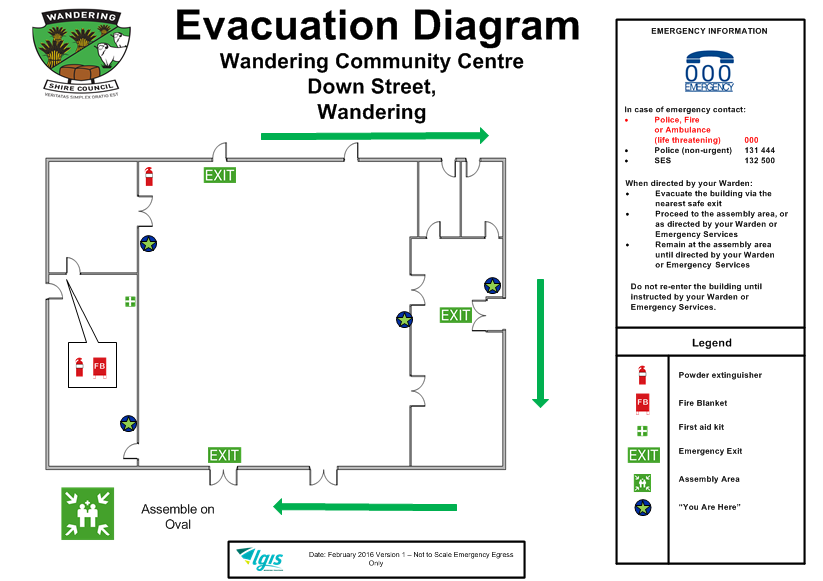
(d)    any other person for whom the Shire of Wandering is vicariously liable.

The Hirer acknowledges that for the purposes of this Clause 2.2:

(a)    the Shire of Wandering is, and shall, act as agent or trustee on behalf of and for the benefit of each Excluded Person; and

(b)    each Excluded Person is deemed to be a party to this document and to have the benefit of this document.

**Emergency Information – Evacuation Diagram**



**Responding to an Emergency in the Shire Community Centre**

The above evacuation diagram is located as indicated with the blue dots through the Wandering Community Centre. This provides simple information and directions to manage people if there is an emergency to the oval which may be the safest place to assemble. This needs to be assessed at the time because of the various nature of hazards that exist and may occur. In some cases it may be better to take refuge in the Wandering Community Centre until such time as the safety of the attendees is assured and emergency services have given the all clear.

In the case of an emergency:

* Dial 000 if life threatening - Police, Fire, Ambulance
* Police non-urgent – 131444
* Local Police 0898871008
* SES – 132500
* Shire of Wandering CEO 0418 913 078

When directed by the person in charge:

* Evacuate the building or take refuge as directed
* If evacuating, exit through the safest door
* Proceed to the assembly area as directed
* Remain at the assembly area until released by the Shire or Office in Charge of the attending emergency service
* Do not re-enter the building unless it has been declared safe by the attending emergency service or the Shire.

Please remember that as the lessee, you are responsible for the safety of all persons at the facility for the period of hire.

**REFER TO ATTACHED CONDITIONS OF USE / CHECKLIST UPON LEAVING THE CENTRE**

**WANDERING COMMUNITY CENTRE**

**CONDITIONS OF USE / CHECKLIST**

* **NO SMOKING IN ANY PART OF THE BUILDING.**
* ALL CHAIRS ARE TO BE **STACKED.**
* TRESTLE TABLES ARE TO BE CLEANED AND RETURNED TO THE STORE ROOM, AND PLACED IN RACKS **FACE-TO-FACE** TO PREVENT DAMAGE TO THE SURFACE OF TABLES.
* FRIDGES ARE TO BE WIPED OUT, AND **ALL** FOOD **REMOVED.**
* EMPTY **ALL** BINS INTO THE OUTSIDE BINS (INCLUDING KITCHEN / TOILET BINS).
* KITCHEN AREA IS TO BE LEFT CLEAN AND TIDY. OVEN IS TO BE CLEANED.
* CROCKERY & CUTLERY TO BE **WASHED** AND RETURNED TO CUPBOARDS – REFER TO CHECKLIST / ITINERY
* FLOORS TO BE **SWEPT** CLEAR OF ALL DEBRIS / **MOPPED** AND **VACCUMED**.
* ENSURE ALL **DOORS / WINDOWS** ARE LOCKED.
* ENSURE ALL **HEATERS / FANS / LIGHTS** ARE TURNED OFF PRIOR TO LEAVING THE HALL.
* ALL DECORATIONS ARE TO BE REMOVED.
* ENSURE THE BBQ IS SCRAPED DOWN AND LEFT CLEAN AFTER USE.
* **ALL RUBBISH TO BE REMOVED FROM ALL OUTSIDE AREAS (IE: UNCOVER AREA/PLAYGROUND/CARPARK ETC)**
* RETURN THE KEYS TO THE SHIRE OFFICE.

AN **INSPECTION** OF THE VENUE WILL TAKE PLACE AFTER EACH FUNCTION. IT IS **YOUR RESPONSIBILITY** TO ENSURE THAT THE CONDITIONS OUTLINED ABOVE ARE ADHERED TO.

PLEASE NOTE: IF ANY OF THE ABOVE CONDITIONS NEED TO BE COMPLETED BY A CLEANER, THE SHIRE MAY REQUEST THAT THE HIRER REIMBURSE ANY CLEANING COSTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMMUNITY CENTRE LIST** | | | | | |
| **ITEM** | **NUMBER** | **COLOUR** | **BRAND** | **SIZE** | **TICK** |
| TOASTER | 2 | SILVER | BREVEILLE BTA | 4 SLICE |  |
|  |  |  |  |  |  |
| MUNDIAL KNIFE BLOCK | 1 | S/STEEL/WOOD | MUNDIAL 9 PIECE |  |  |
|  |  |  |  |  |  |
| FRYPAN – ELECTRIC | 2 |  | KAMBROOK | 32CM |  |
|  |  |  |  |  |  |
| KETTLE | 1 |  | BREVILLE |  |  |
|  |  |  |  |  |  |
| STOCKPOTS | 3 | S/STEEL | HOMEMAKER | 1 X 15.2 LTR /  1 X 11.4 LTR /  1 X 7.1 LTR |  |
| STOCKPOTS | 3 | S/STEEL | VUE – ARGENTA | 1 X 10 LTR / 2 X 7.1 LTR |  |
|  |  |  |  |  |  |
| CASSEROLE DISHES | 1 | WHITE | VUE – ARGENTA | RECTANGULAR 4.5 LTR |  |
|  |  |  |  |  |  |
| LASANGE DISH | 3 | WHITE | MAXWELL WILLIAMS | 36 X 24 CM |  |
|  |  |  |  |  |  |
| GRAVY JUGS | 9 | WHITE | MAXWELL WILLIAMS BASICS | ½ LTR |  |
|  |  |  |  |  |  |
| PLATTER | 5 | WHITE | MAXWELL WILLIAMS SOHO | 34 CM |  |
| PLATTER | 5 | WHITE | MAXWELL WILLIAMS SOHO | 40 X 26 CM |  |
| PLATTER | 4 | WHITE | MAXWELL WILLIAMS SOHO | 25 X 17 CM |  |
|  |  |  |  |  |  |
| SALAD BOWLS | 6 | WHITE | MAXWELL WILLIAMS SOHO | 25 CM |  |
| SALAD SERVERS | 4 | S/STEEL | MADISON |  |  |
| HOSTESS SET X 5 PIECE | 2 | S/STEEL | MADISON |  |  |
|  |  |  |  |  |  |
| DINNER SETS |  | WHITE | MAXWELL WILLIAMS SOHO |  |  |
|  | 60 DINNER PLATES |  |  |  |  |
|  | 60 BREAD PLATES |  |  |  |  |
|  | 60 BOWLS |  |  |  |  |
|  | 60 MUGS |  |  |  |  |
|  |  |  |  |  |  |
| CUTLERY SETS |  | S/STEEL | STANLEY ROGERS / SR PRESTON |  |  |
|  | 112 KNIVES |  |  |  |  |
|  | 112 FORKS |  |  |  |  |
|  | 112 SPOONS |  |  |  |  |
|  | 56 TEASPOONS |  |  |  |  |
|  |  |  |  |  |  |
| SALT & PEPPER MILL | 10 | GLASS/SILVER | MAXWELL WILLIAMS | 19 CM |  |
|  |  |  |  |  |  |
| WINE GOBLETS | 66 | GLASS | MAXWELL WILLIAMS | 225 ML |  |
| WINE GOBLETS | 60 | GLASS | MAXWELL WILLIAMS | 350 ML |  |
| WINE GOLBLETS | 64 | GLASS | MAXWELL WILLIAMS | 270 ML |  |
| GLASSES | 60 | GLASS | MAXWELL WILLIAMS | 330 ML |  |
|  |  |  |  |  |  |
| CUTTING BOARDS | 3 | WHITE |  |  |  |
| SOUP LADLE | 1 | BLACK | OXO |  |  |
| SPOON | 2 | BLACK | OXO |  |  |
| TURNER | 2 | BLACK | OXO |  |  |
| CAN OPENER | 2 | BLACK | OXO |  |  |
| CORK SCREW | 1 | BLACK | OXO |  |  |
| ICE CREAM SCOOP | 2 | BLACK | OXO |  |  |
| WHISK | 1 | BLACK | OXO |  |  |
| PEELERS | 2 | BLACK | OXO |  |  |
| GRATER HAND | 1 | BLACK | OXO |  |  |
| SPATULA | 1 | BLACK | OXO |  |  |
| PASTRY BRUSH | 1 | BLACK | OXO |  |  |
| PASTRY BRUSH | 1 | CLEAR | VUE |  |  |
| MEASURING CUPS | 1 | WHITE | OXO |  |  |
| MEASURING SPOONS | 1 | WHITE | OXO |  |  |
| BOTTLE OPENER | 2 | BLACK/RED | MAXWELL WILLIAMS |  |  |
| WATER JUGS | 12 | SILVER | HOMEMAKER |  |  |