



WYONG SHIRE COUNCIL CASUAL HIRE AGREEMENT MULTIPURPOSE FUNCTION ROOM



Hirer:

Contact Name: Contact Phone:

Address:

Email:

Type of Function:

Number of People Expected to attend function:

Day the function will be held: Date:

Commencement Time (incl set up): Function to conclude at:

Amenities Required & Fees Applicable

Room required am/pm to am/pm includes set up & pack up = hrs

Function rate full facility \$81 or half facility \$40.50^(NB minimum 2 hour hire charge per function) Total \$

Set up time am/pm to am/pm by council staff

hours at \$25 or \$78 p/h Total \$

Kitchen Required am/pm to am/pm

hours at \$31 p/h (minimum charge \$80) Total \$

Public Liability no alcohol \$33 or with alcohol \$47 Total \$

Security after normal bus hours

am/pm to am/pm at \$54 p/h Total \$

Sub-Total (for office use only- RC 881) Total \$

Cleaning & Damages Bond (for office use only- RC 897) Total \$

Total Amount Payable Total \$

Insurance: Coverage for Public Liability is / is not effected under that provided by WYONG SHIRE COUNCIL (refer to paragraph 15 of "Conditions of Hire")

Current Public Liability Insurance is with

Policy Number: Amount of Cover:

copy & payment required 14 days prior to event.

Copy of Policy is attached

I agree to hire the above, subject to the conditions prescribed by Council and set out in the Conditions of Hire in particular the right of Council to cancel a booking, which I have read and agreed to:

Signed: Dated:

(On behalf of:)

Seminars, Meetings, Exhibitions, etc
(add Other Fees where applicable)

Full Facility

During normal Council hours (8.30am - 4.30pm)

Outside Council hours

Half Facility

During normal Council hours (8.30am - 4.30pm)

Outside Council hours

Rates include GST

\$162 minimum 2 hour charge
\$81 per hour after two hours

(add building security costs)

\$81 minimum 2 hour charge
\$40.50 per hour after two hours

(add building security costs)

Use of Kitchen Facilities

(add Other Fees where applicable)

During normal Council hours (8.30am - 4.30pm)

Outside Council hours

\$80 for up to two hours
\$31 per hour after two hours

(add building security costs)

Functions (Parties, Receptions etc)

(add Other Fees where applicable)

Full Facility Only- Includes Bar

During normal Council hours (8.30am - 4.30pm)
(currently not applicable)

Outside Council hours

Plus Building Security Costs

Plus Bond

Plus Public Liability Insurance (with alcohol)

or (without alcohol)

\$655 per function (up to 8 hrs)

\$655 per function (up to 8 hrs)

\$54 per hour per officer

\$300 per function

\$47 per function

\$33 per function

Half Facility

During normal Council hours (8.30am - 4.30pm)

Outside Council hours

Plus Building Security Costs

Plus Bond

Plus Public Liability Insurance (with alcohol)

or (without alcohol)

\$328 per function (up to 8 hrs)

\$328 per function (up to 8 hrs)

\$54 per hour per officer

\$300 per function

\$47 per function

\$33 per function

Other Fees

Setting up -During Council Hours

-Outside Council Hours (Includes Building Security

\$25 per hour

\$78 per hour