

# Walcha Community Centre

C/- Walcha Central School  
 154e North St, Walcha 2354  
 Ph (02) 6777 2777  
 walcha-c.school@det.nsw.edu.au

C/- Walcha Council (during school holidays)  
 2 Hamilton St, Walcha 2354  
 Ph: (02) 6774 2500  
 council@walcha.nsw.gov.au

## APPLICATION AND AGREEMENT FOR HIRING VENUE and/or EQUIPMENT

Contact Name: .....

Organisation: .....

Phone: .....

Email: .....

Please fill in your requirements for hire of venue and/or equipment below.  
 Ensure you complete and sign the declaration on Page 2.

### HALL

FUNCTION	UNIT OF CHARGE	RATE (inc. GST)	TOTAL REQ.
Hall only - Main Event	Per Day	\$200.00	
Hall only – Casual Hire (Minor Event)	Per Hour	\$20.00	
Kitchen (including crockery etc)	Per Day	\$50.00	
Main Event – BOND (if applicable)	Per Event	\$250.00	

### EQUIPMENT

EQUIPMENT ITEMS (Casual hire – off premises)	UNIT OF CHARGE	RATE (inc. GST)	TOTAL REQ.
Tables	Each	\$7.50	
Chairs	Each	\$1.00	
Urn	Each	\$10.00	
Crockery – Full set (including cutlery)	Per setting	\$1.00	
Cups & Saucers or Plates or Cutlery	Per set	\$0.50	

Date of Function ..... Day/s of Week .....

Purpose .....

Time required: From ..... To .....

Access required at what time .....

Special requirements/conditions .....

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## CLEANING OF VENUE & BREAKAGES

To avoid additional expenses for cleaning, all facilities hired should be left in the same state of cleanliness as found.

**Extra charges** will apply for any additional cleaning and/or breakages caused by the hirer. Additional cleaning will be charged at the cleaning contractor's fee (currently \$49/hr).

## DEPOSIT

For a major event a Bond as per clause A(3) will apply - as per Rules & Conditions for Hire.

## ALCOHOL CONSUMPTION AT WALCHA COMMUNITY CENTRE

If alcohol is to be consumed at your function, the requirements of clause B(3) in the Rules & Conditions for Hire must be complied with. The relevant Licence must be applied for by the Hirer at least 14 days before the function.

Is alcohol to be consumed at this function? YES / NO (Please circle)

If so, has a licence been granted? .....(Please attach)

## **DECLARATION - MUST BE COMPLETED AND SIGNED**

I, .....,

of .....  
(Full postal address)

..... Ph .....

on behalf of .....  
(Name of organisation if applicable)

hereby apply for the hire of the undermentioned facilities/equipment at the Walcha Community Centre and agree to comply with the rules and conditions relating to the use thereof. I have read and fully understand the rules and accept responsibility for securing of the Hall after use.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please submit this completed form to Walcha Central School during office hours OR to Walcha Council during school holidays.*