

Penshurst Memorial Hall Committee of Management Inc  
Hire of Premises Agreement  
Premises: **Penshurst Memorial Hall**, 21 Martin Street, Penshurst Victoria

PLEASE RETURN THIS FORM TO THE BOOKING OFFICER OR P.O BOX 111 PENSHURST 3289  
Keys available from lock-box at the hall a code will be given to you upon payment of your booking.

Name of Hirer .....

Address of Hirer .....

Contact Number ..... Mobile: .....

Date of Hiring .....

Event / Purpose of Hiring .....

Will there be Alcohol?        YES / NO        – If YES please ensure you have your correct licenses to serve, as the Hall does not provide this.

Do you have Event Insurance? If not it can be purchased at a minimal cost from the Hall Committee.

HIRING COST - \$..... + Event Insurance \$ ..... Total \$ .....

**AGREEMENT TERMS** - We hereby agree to hire the premises on the date set out above, on the following conditions:-

1. The Hirer will not use the premises for any purpose other than the purpose set out above.
2. The Hirer will pay to us the full amount of the booking prior to their event.
3. The Hirer will pay for any damages to the premises and its contents which arise out of the Hirer/s use of the premises. Either directly to the hall or the insurance excess whichever is less.
4. The Hirer will leave the premises in a clean and tidy condition, using the Hall' s cleaning equipment and products. Securely lock up the building and return the keys to the lockbox. Failure to do so may result in a fine or no future use of the hall.
5. The Hirer will not permit any conduct that will be a nuisance or annoyance to nearby residents.
6. The Hirer will not assign the premises to another party.
7. Should you cancel the booking the Committee of Management reserves the right to hold your funds till a future booking is made or return half of the booking costs should the event be cancelled with no intent to re-book.

***In case of a Funeral or Company Event, the Director/Manager may sign on behalf of the Hirer but all Liability in the agreement terms are subjected to the Hirer at the top of this form.***

Signed .....

Dated .....