



Heywood Town Hall hire requirements

Hirer's name: _____

Contact name: _____

Phone number: _____

Email address: _____

Booking date and time: from _____ to _____

Event/function date and time: _____

Approved entry date and time for set up:

Please note: *Hirer's **must not** enter the facility prior to the arranged date and time for facility set up. At times, hirers may pick up the key prior to the agreed set update/time due to customer service open hours, although this is the case, hirers **must not** enter prior. A fee will occur if hirers enter the facility prior to this date and time.*

Please circle/respond to all question below

Main Hall		
Will you require tables or chairs to be set up and packed up in the main hall by Council staff? <i>Fees apply</i>	Yes	No – Hirer will complete own set up and pack up post event. <i>Please note:</i> <i>A fee will apply if pack up has not been completed by the hirer post event and within the agreed hire date/times</i>

<p>If answered yes to set up by Council staff, please select required diagram or provide a detailed diagram using the blank floor plan.</p> <p><i>Total number of chairs available 300</i> <i>Total number of tables available 20</i></p> <p>If example A is required, please select</p> <p>One aisle <input type="checkbox"/></p> <p>Two aisles <input type="checkbox"/></p>	<p>Example A <input type="checkbox"/></p> <p>Example B <input type="checkbox"/></p> <p>If an example plan has been altered to suit, please ensure it is signed, dated, and attached to this document</p>	<p>Number of tables _____</p> <p>Number of chairs _____</p>
<p>Technical equipment required</p>	<p>Microphone Yes No</p>	<p>Projector screen Yes No</p>
<p>Technical equipment required other than microphone or projector.</p> <p>Please note: <i>An approved sound and light technician must be employed to control lighting and sound. Equipment must be controlled by a trained operator only.</i></p>	<p>Yes</p> <p>Name of sound and light technician _____</p>	<p>No</p>
<p>Will external electrical equipment be used? If so, has it been tagged and tested</p>	<p>Yes</p>	<p>No</p>
<p>Portable stairs required front of stage</p>	<p>Yes</p>	<p>No</p>
<p>Supper room</p>		
<p>Will you require tables or chairs to be set up in the supper room by Council staff? <i>Fees apply</i></p>	<p>Yes</p>	<p>No – Hirer will complete own set up and pack up post event</p> <p>Please note: <i>A fee will apply if pack up has not been completed by the hirer post event</i></p>
<p>If answered yes to set up by Council staff, please select required diagram or provide a detailed diagram.</p>	<p>Example C <input type="checkbox"/></p> <p>Example D <input type="checkbox"/></p> <p>If an example plan has been altered to suit, please ensure it is signed, dated and attached to this document</p>	<p>Number of tables _____</p> <p>Number of chairs _____</p>
<p>Stage</p>	<p>Yes</p>	<p>No</p>
<p>Stage lift If the lift is required, an induction must take place and paperwork signed by the person who will be responsible for operating the lift.</p>	<p>Yes</p>	<p>No</p>

Dressing room	Yes	No
Kitchen	Yes	No
Cook top	Yes	No
Oven	Yes	No
Cutlery	Yes	No
Total number of each available 200 sets		
Crockery	Yes	No
Total number of each available 200 sets	<i>Please note: It is the hirers responsibility to wash what is used pre and post event. A fee will apply if the crockery and cutlery used have not been washed and returned to the cupboards by the hirer post event.</i>	
Cleaning	Yes	No – Hirer will arrange own cleaning during event.
The facility will be cleaned prior to and post event. If cleaning is required during the event by Council staff, this can be arranged for an additional fee <i>Please note: Although Glenelg Shire clean post bookings, a fee will apply if the hirer has clearly not attempted to clean post event, for example, rubbish left within the facility, decorations remaining.</i>		
Alcohol	Yes	No
Is alcohol being sold or included in as part of the admission price?	Please provide a copy of the Temporary Limited Liquor License from Responsible Alcohol Victoria	

I have read and agree with the above information.

Name: _____

Signature: _____ Date: _____

Office use only:

Completed form and floor plan forwarded to the Facilities Maintenance