



## APPLICATION TO HIRE COMMUNITY FACILITIES

HIRER'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DETAILS (e.g. Birthday, Wedding): \_\_\_\_\_  
 DATE: \_\_\_\_\_ PERIOD OF HIRE: \_\_\_\_\_ (Hours/Half Day/Full Day)  
 TIME OF EVENT: From \_\_\_\_\_ To: \_\_\_\_\_  
 Will there be Alcohol? \_\_\_\_\_ (refer to information on requirements)  
 How many attendees? \_\_\_\_\_  
 Any additional event information: \_\_\_\_\_  
 \_\_\_\_\_

**Community Organisation's may be entitled to a 50% reduction of fees on written application to the MDCA in accordance with our "Hiring of facilities Policy"**

**FEES PER DAY (inclusive of GST)**

ACE SPACE (24-25 D'aranda Tce Milang) <i>Licensed capacity 50 People</i>	<b>\$88</b>	
MILANG INSTITUTE (Cnr Coxe and Ameroo St Milang) MAIN HALL: <i>Licensed capacity 120 People, Seated 90 People (16 trestles x 6 per trestle), Stage Area (4m x 5m)</i> SUPPER ROOM: <i>Licensed capacity 70 People</i>		
<b>Main Hall, Supper Room and Kitchen</b>	<b>\$165</b>	
<b>Main Hall</b>	<b>\$110</b>	
<b>Supper Room and kitchen</b>	<b>\$77</b>	
<b>Supper Room only</b>	<b>\$55</b>	
<b>TOTAL AMOUNT DUE</b>		\$
<b>BOND FOR HALL/ACE SPACE:</b> This must be paid *(Refer Bond information) # (No GST)	<b>\$200</b>	
<b>BOND FOR SUPPER ROOM:</b> This must be paid *. (No GST)	<b>\$50</b>	
<b>TOTAL FEE</b>	Can be paid by Cash, Chq or Bank Transfer	\$
	Milang & District Community Assoc.      BSB:105-019 A/C:039 844 540	
<b>BOND REFUND VIA FUNDS TRANSFER: YES/NO</b>		
<b>Account Name:</b>	<b>BSB:</b>	<b>A/C No:</b>

**\*SECURITY BONDS** - Security bonds are paid at the time of booking. MDCA may retain the bond for breach of the 'conditions of hire' including any costs associated with cleaning,

breaches of security, damage or loss of MDCA property including keys.

**It is a condition of hire the facilities will be left as found:** Sweep, vacuum and mop floors where required. Wipe down surfaces. Bathroom facilities to be cleaned including toilet bowls and urinals. All crockery, glassware, cutlery, condiments and equipment must be cleaned and returned to their original location after use. **NOTE: Smoking is strictly prohibited.**

The bond is refundable within 14 days by Cheque or Funds transfer after the hire, less any charges for cleaning or damage.

**INSURANCE** – All Hirers will provide evidence of **public liability insurance** cover of at least \$10,000,000 at least 14 days prior to the function except if the hirer is an individual who wishes to hire the hall for a “one-off” event (e.g 21<sup>st</sup> Birthday). The hirer must contact MDCA as their event may be covered under “Occasional Hirers insurance Policy.” This must be approved by MDCA Executive Officer at least 14 days before the function.

**BOOKING CONFIRMATION** – To confirm your booking, please return this form signed and completed with Bond payment. If the bond payment and this form have not been received within 14 days of your booking MDCA reserves the right to cancel your booking.

Cheques are payable to **Milang and District community Association.** (Please contact MADCA for EFT details if paying via funds transfer)

The balance of the booking fee is payable at least 14 days prior to the function.

**KEYS** – Available the night prior to the function (after 4.00pm) and shall be returned by 10.00am on the following working day after the function, alternatively put in an envelope and place in the “Return keys box” in front of the Milang Old School House Community Centre, 24-25 D’aranda Tce Milang.

**TIMES** – all functions shall finish by  
11pm Monday to Thursday  
12 Midnight Friday, Saturday and New Years Day  
11pm Sunday (if the following day is a Public Holiday then 12pm)

**NOISE** – playing of music will be confined to the hall and be such as not to cause a nuisance to local residents.

**ALCOHOL** – If alcohol is sold for consumption on the premises, or is to be included in the price of an entrance ticket, a limited liquor licence is required by law. Hirers should contact the Office of the Liquor and Gambling Commission to confirm whether a licence is required for the particular function. Please allow up to 14 days notice to process your request. These licences must be made available to any Officer of the Law, upon request, during the function/event and must be shown to Management prior to collection of the key.

*I acknowledge and confirm that I have read and understand the “conditions of hire” and agree to comply with all such conditions in all respects.*

Signature :

Date:

**OFFICE USE ONLY**

**Staff Signature**

**Milang Old School House Community Centre**

**24-25 Daranda Tce, Milang SA 5256**

**Phone: 08 8537 0687**

**Fax: 08 8537 0397**

**reception@moshcc.com.au**

Function Booked in	Yes/No	
Signed Application Returned	Yes/No	
Bond Payment Received \$	Date Paid: Receipt No:	
Hire Costs Received \$	Date Paid: Receipt No:	
Awareness of Emergency Procedure	Yes/No	
Alcohol Licence Required? Sighted	Yes/No	
Public Liability required? Sighted	Yes/No	
<u>Bond Refund</u>	Yes/No	
Cleaning/Damage Charges	Yes/No	
Details	\$	
Refundable Amount Refunded	\$ Chq/EFT	
Chq No/ Transfer receipt No		

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