



## MORAWA FACILITIES HIRE

### Responsibilities of Hirer

I/We agree that by entering into an agreement to hire the facility that I/We are responsible to return the facility to the Shire in the same condition that it was hired out. I/We agree that I/We will ensure that all of the following conditions will have been met prior to returning the keys and requesting return of the bond if any.

- All benches and stoves are to be wiped down after use.
- Dishes to be washed and put away.
- Floors to be swept and mopped.
- Do not mop the Town Hall, Rec Centre, and Gutha Hall floors, only sweep.
- Carpets to be vacuumed. Mop, broom and vacuum cleaner provided.
- Chairs and tables are to be restacked after use where they came from
- All inside rubbish bins are to be emptied to the outside bins and bin liners replaced.
- All rubbish around the outside areas is to be placed in the outside rubbish bins provided.
- Television and video to be switched off.
- All electrical appliances are to be switched off.
- PA system to be switched off.
- Air Conditioners/Heaters to be turned off.
- All lights must be switched off and all external doors locked.
- Fridge to be left clean and tidy with doors open for airing.
- All unused food is to be thrown out either in the cupboards or fridge.
- Stage Area to be left clean and tidy.
- Barbecues to be cleaned of excess fat and food after use.
- Indoor basketball rings to be folded away after use.
- All equipment used to be stored neatly in storeroom.
- Change rooms, showers and toilets to be left in a clean and tidy manner.
- **The serving of drinks in GLASS containers is prohibited at the facility**
- All hirers must ensure that **ALL** glass containers are removed from site and disposed directly to the Morawa Rubbish Tip.
- No smoking is allowed in any of the Shire Facilities
- No animals are allowed in any the of the Shire facilities (unless guide dogs)

- No food or drink is to be consumed or taken into the **Rec Centre Stadium**.
- Hired linen is to be collected and taken to the Hospital for laundering. Once completed it is the hirer's responsibility to return the linen to the Shire Main Office within 1 week of hiring the facility. The Shire will invoice the Hirer for the cost of laundering.
- Alcohol may be consumed by special arrangement such as by liquor license or permission to serve alcohol request that must be obtained prior to hire date. A request to serve alcohol form is to be completed with hire form.
- If alcohol is to be consumed then I/We agree that a responsible adult must be in charge of how alcohol is served and stored to ensure that no underage drinking or excessive drinking occurs.
- The Shire of Morawa must notify the Morawa Police of any hire in which alcohol is or may be consumed at the facility.
- The Shire of Morawa will **require a prepaid cash bond for the hire of facility**. This bond will be refunded to the hirer once the Shire is satisfied that there are no additional costs to be incurred by the Shire.
- All premises will be checked after hire to ensure that these conditions have been met and to ascertain if the Bond is to be returned to the hirer or if there are any additional charges to apply. This will be at the discretion of the Shire. (see checklist below)

**PLEASE NOTE – It is the sole responsibility of the Hirers to meet these conditions not the Shire Cleaners.**

All keys **must** to be returned to Shire Office by **10am** the following morning.

Name.....

Signature.....

Date...../...../.....