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| --- | --- | --- |
|  | **Temora Shire Council**  ABN: 55 048 860 109  105 Loftus Street  PO Box 262  Temora NSW 2666  Phone: 02 6980 1100 Fax: 02 6980 1138  Email: temshire@temora.nsw.gov.au | **Temora Memorial Town Hall**  **Booking Schedule 23/24**  FOR-BUS-ADTH-001 |

Name: …………………………………………………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………………………………

Phone: ……………………………………………………. Email: ………………………………………………………………………………

Organisation: ………………………………………………………………………………………………………………………………………

Function Date: ……………………………………….. Start/Finish: …………………………………………………………………….

Set Up (Date/Time): …………………………………………………

**BOND $400 (+ $150 BOND IF BAR-GLYCOL SYSTEM REQUIRED) (PAYABLE ON BOOKING)**

Office Use: Date: …………………………………………………. Amount: ………………………………………………….. Receipt: ………………………………………

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| --- | --- | --- | --- |
| **Area/Items Required** | **Hourly/Daily Charges** | **Hours** | **Amount** |
| Entire Hall (excl bar/kitchen) | $425 per day |  |  |
| Main Hall | $40 per hour |  |  |
| Supper Room | $20 per hour |  |  |
| Foyer | $40 per hour |  |  |
| Stage | $20 per hour |  |  |
| Piano | $25 per day |  |  |
| Kitchen | $40 per hour/  $160 per day |  |  |
| Crockery/Cutlery | $40 |  |  |
| Wine Glasses | $75 |  |  |
| Bain Marie – dishes/lids | No. hired ………./………… |  |  |
| Cool Room | $40 per day |  |  |
| Bar (Inc:- Cool Room) | $135 per day |  |  |
| **TOTAL** |  |  | **(GST Incl) $** |

Office Use: Date: ……………………………………………. Amount: …………………………………………………… Receipt: ……………………………………..

Swipe Card(s) to be returned the next working day by 12 noon to Temora Shire Council Office.

Office Use: Clean: Yes/No Cost to Clean: $.............................. Damage: Yes/No Cost to Repair $.............................

**Clean: $65.00 per hour**

Additional Requirements: (ie microphone(s)/cords, lectern etc) ……………………………………………………………

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Applicants Signature Staff Signature