

**HARDWICKE BAY PROGRESS ASSOCIATION**  
**Community Centre, Progress Road, Hardwicke Bay**  
**5575**



## **PRIVATE HIRE BOOKING FORM**

- Individuals and Groups can hire the facilities at the Hardwicke Bay Progress Association Hall.
- This Booking Form to be completed with contact details and submitted to the Progress Association Committee for the next meeting.
- The Association Catering Coordinator and the Secretary will process a Booking application jointly if the event date falls before the next meeting.
- **Cost: \$ 250**
- A bond of **\$250** will be paid to complete the booking. The bond will be refunded after the event subject to premises left clean and tidy.
- A **Cleaning Charge of \$100 is applicable** on all occasions
- Any damage to property will result in the hirer being charged for replacement and/or repairs.
- Payments must be paid in full two weeks prior to the event.
- Hirers must provide the contact details at the time of booking.
- Catering requirements such as Morning/Afternoon teas, light lunches, tea/coffee, milk, and/or juice can be provided and details organised at the time of booking.

# HARDWICKE BAY PROGRESS ASSOCIATION

## **USER'S RESPONSIBILITIES**

Hirers will be advised where to access the vacuum, mop/bucket, cleaning cloths, detergents, and garbage bags.

- All rubbish must be removed from inside and placed in the appropriated garbage and recycling bins at the rear of the building.
- Please note, the Association has a license to serve alcohol in the Hall to a maximum of 100 people which ceases at midnight.
- Users will be updated on Health, Safety, Emergency Evacuation procedures when collecting the key.
- Management reserve the right to conduct a risk assessment for insurance requirements.

# HARDWICKE BAY PROGRESS ASSOCIATION

Hirer/Full Name:.....

Address.....

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Phone number:.....

Email:.....

Event type:.....

Date:.....

Time: start and finish.....

Date of booking.....

Bond paid \$.....

Room/s booked:.....

Refreshments booked:.....

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Key received:.....

Key returned:.....

Any other comments:.....

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Signed Hirer

Signed Authorised Hardwicke Bay Progress  
Association Representative.

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date:.....