



Cowra Show Society Inc. Function Hire Form

	<u>Area</u>	<u>Price*</u>
☐	Main Hall – includes Committee Room	\$800
☐	Committee Room ONLY	\$200
☐	Kitchen	\$200
☐	Cool Room	\$100
☐	Heating Surcharge	\$75
☐	Garbage Surcharge	\$150
		Total _____

*All Prices are **Per Day** and **GST Inclusive**

Special requests and unusual events welcome – please contact 02 6342 1977

Name: _____

Address: _____

Phone: _____

Email: _____

Event: _____

Event Date: _____

Event Time: _____

Attendance: _____

(Number of expected guests)

Payment methods:

Cash, Cheque, Visa, MasterCard, Direct Deposit (Please circle one)

Card Number: _____ Expiry ____/____/____

Name on Card: _____ Signature: _____

Account Name: **Cowra Show Society** BSB: **032 820**

Account No: 280 323

Payment of Deposit Details					
Invoice Sent		Payment Received		Payment Method	
Payment of Balance Details					
Invoice Sent		Payment Received		Payment Method	

Cowra Show Society Inc.

Function Hire Form

COWRA SHOW PAVILION HIRE CONDITIONS

Booking Bond Required

A refundable bond payment of \$500 is payable to the Society on booking. With bond will be refunded provided no damage, cleaning or garbage issues are reported. Bond will be returned via electronic funds transfer to, the nominated bank account below.

BSB: _____ Account: _____

Cleaning and Damage

Cleaning is the responsibility of the hirer and it must be done to the satisfaction of the Society or cleaners will be hired and the hirer will be responsible for the cost.

Cleaning of all areas must be carried out within 24 hours after the event. Cleaning includes all areas including kitchen and cool room if hired.

If garbage surcharge is paid, all garbage must be placed in the skips provided. If the garbage surcharge is not paid removal of all garbage is the responsibility of the hirer.

Any damage must be reported and repaired to the satisfaction of the Show Society or the hirer will be invoiced for repairs.

Key Acceptance and Handover

A member of the society will be present to allocate the hirer with a key and security code.

A handover checklist must be completed by the hirer at key exchange. The checklist will then be signed off by a member of the Society at the completion of the booking. Key will also be returned to the society member at this time. Any variances will be reported and discussed with the hirer for action.

Entry and Exit Points

During the period of hire the sliding bolts on **ALL** exit doors are to be disengaged and **exit doors must be kept clear at all times.**

All doors are to be locked at the end of the hire, including engaging the sliding bolts on exit doors.

Vehicle parking is available in front of the pavilion. Disabled parking is available on the southern side of pavilion. Parking on the showground is to be negotiated with the Showground Trust 0448450443.

Print Name: _____

Signed: _____

Date: _____