



ABN 57 009 596 598
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Application for Nhulunbuy Town Hall Chair & Table Hire

(Forming part of the Formal Hire Agreement)

Hirer Details:

Name of Hirer / Organisation ABN

Postal Address

Contact Person Phone

Mobile Fax

Dates/Times:

Date	From	To

Please advise in writing dates & times required.
This is subject to availability.

Purpose of Hire:

Inspection Request:

Office Use – Inspection Report

Hirer should call Kendell Kenway on 0439 849 943 at the time of return and request an inspection.

Please indicate a time for inspection: _____

Refund Deposit.

Checklist – must be completed before booking is confirmed:

Office Use

<input type="checkbox"/> Every Page of Agreement Signed	<input type="checkbox"/>
<input type="checkbox"/> Fee Payable (Separate Cheque)	<input type="checkbox"/> \$ _____ Rpt No: _____
<input type="checkbox"/> Deposit \$500 (Separate Cheque) Deposit refunded after equipment return and inspection completed and the corporation notified of a satisfactory result.	<input type="checkbox"/> \$ _____ Rpt No: _____
<input type="checkbox"/> Chairs Required – Number	No.
<input type="checkbox"/> Long Tables Required - Number	No.
<input type="checkbox"/> Short Tables Required - Number	No.
<input type="checkbox"/> Laminated Tables Require Number	No.
<input type="checkbox"/> Equipment to be collected during office hours Monday to Friday 8am to 4:30pm	

Signature of Hirer/Contact Person _____ Date: ____/____/____

Approval Granted: Yes/No

I M P O R T A N T

Hiring Conditions for Nhulunbuy Town Hall Equipment

1. Application for hire of the Nhulunbuy Town Hall equipment must be made on the prescribed form and be signed by a person over the age of eighteen years (herein called the contact person) who will be equally responsible with the hirer for the payment of all fees, charges and other monies payable under, or arising out of, the hiring agreement and for the due and proper observance of the conditions of hire and directions given by the Corporation or its servants or agents pursuant thereto.
2. Nhulunbuy Corporation Limited reserves the right to revise fees and charges from time to time as may be found necessary without notice, and the fee current at the time of the equipment is the fee payable, unless otherwise advised in writing.
3. The Nhulunbuy Corporation Limited reserves the right, without giving any reason, to refuse to accept any hiring agreement as to cancel any agreement already made and Nhulunbuy Corporation Limited shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right. In these circumstances Nhulunbuy Corporation Limited may refund any portion of amounts paid on account of fees if such refund is considered to be warranted.
4. The hirer acknowledges that subject to the provisions hereof and to such directions as may properly be given hereunder it is the hirer of the equipment for the period of the hire and accepts responsibility for due care for the safety of the property and person of all entrants pursuant to the hire and agrees to indemnify and keep indemnified the Corporation and its servants and agents in respect of any action, claim or demand for damages, compensation, costs or other remedy for any death, personal injury or loss of or damage to goods or other loss or other loss or damage whether for negligence or any other claim that may at any time hereafter be brought against the Corporation in any way arising out of the hire.
5. The hirer shall be responsible for the cost of making good any damage caused to equipment (trestle tables are not suitable for heavy items or for standing, sitting or dancing upon), arising out of any incident in the course of the hire, reasonable wear and tear excepted. Damage to the tables and floors will be charged accordingly on a cost recovery basis; there will be a MINIMUM charge of \$50.00 per table.
6. Hirers using Nhulunbuy Corporation Limited's trestle tables (20 large, 3 small & 5 white laminated tables) chairs (370 approximately) or equipment for serving or handling refreshments of any kind must provide suitable table cloths or other approved means of covering for all such tables, failure to do so may result in the hirer incurring cleaning costs.
7. The Hirer shall pay such deposit as the Management may require. The Hirer acknowledges that the Management, as its option, may retain the deposit and institute proceedings to recover any costs incurred in the restatement of any damage to the equipment suffered as a result of the hire.
8. Any failure to comply with the terms of this agreement may disqualify the hirer from any future use of the equipment.
9. The Town Hall Manager is deemed to be the agent of the Nhulunbuy Corporation Limited.

The Hirer having read and understand the Hire Agreement, the Conditions of Hire and the Rules agrees to hire the Town Hall under the said conditions/rules.

Signature of Hirer

Signature of Authorised
Person on behalf of the Management.

Signature of Contact Person & Title if applicable