



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

BOOKING FORM (2023-24)

BEACON COMMUNITY HALL

Please submit booking form to Beacon Central Community Resource Centre

11 Rowlands Street (Beacon)

Email: beacon@beaconcrc.net.au or Fax: 08 9686 1064

Organisation: _____

Contact Person: _____

Phone: _____ Email: _____

(this is where the invoice for the booking will be emailed)

Function Details

Date: _____

Times: _____ to _____

Please tick facility use below

- | | |
|--|----------|
| <input type="checkbox"/> General Hire (\$118 per day) | \$127.00 |
| <input type="checkbox"/> Beacon Primary School (day hire or concert) | \$127.00 |
| <input type="checkbox"/> Beacon Theatre Arts (annual production) | \$255.00 |

If you would like any extra services such as tea & coffee, setting up & packing up, please arrange this directly with the Beacon Central Community Resource Centre as they offer these services for a fee.

Beacon Central Community Resource Centre - 08 9686 1014.

Thank you for using the Beacon Community Hall

Terms and Conditions

For the use of the Beacon Community Hall

All bookings are to be directed to the staff at the Beacon Community Resource Centre.

Bookings will be taken during the Beacon Community Resource Centre opening hours.

After hour key pick up and drop off will be arranged by the Beacon Community Resource Centre.

Tax invoice will be forwarded to the user from the Shire of Mt Marshall.

Tax invoice is to be paid within 7 days.

Any damage to or loss of equipment provided at the venue will be charged to the hirer as per the replacement costs of the equipment.

Any damage to the Beacon Community Hall venue/facilities including fixtures, fittings and surrounds, will be charged to the hirer as per the replacement or repair costs.

The user shall be responsible for setting up and packing up of the venue.

The venue is left in the same condition as it was found ensuring all areas are clean and equipment put away.

Cleaning checklist located at the venue must be completed.

Failure to clean the facility will endure an additional fee to cover the additional cleaning costs.

All rubbish needs to be placed in the Avon Waste bins which are put near the gas enclosure at the entrance to the facility for collection on a Monday.

All damages are to be reported to the Beacon Community Hall

Ensure that all windows are closed, doors are locked, lights, air conditioners, heaters and all other appliances are turned off.

All food is to be removed from fridges & cool rooms.

I/We understand the terms and conditions, related to hiring the facility at the Beacon Community Hall and agree to abide by them at all times.

Hirer Name: _____ Date: _____

Hirer Signature: _____