

AGREEMENT & SUMMARY

DATE					
NAME					
PHONE		HOME :		MOBILE	
EMAIL					
ADDRESS					
SET UP TIME:		END TIME		NUMBER OF GUESTS	
START TIME :					
TYPE OF FUNCTION					
SECURITY		YES/ NO			
OPEN BAR		YES/ NO			
LIMITED SPENDING		YES/ NO		AMOUNT	
SPECIAL REQUEST :					
CATERING		OUTSIDE CATERER			
		SELF CATERER			
		BBQ NEEDED			
EQUIPMENT		TABLES REQUIRED		NUMBER	
		CHAIRS REQUIRED		NUMBER	
		PROJECTOR			
		SPECIAL REQUESTS			
FOR OFFICE USE ONLY					
PAYMENT		DATE	DEPOSIT	AMOUNT	METHOD
		DATE	BALANCE	AMOUNT	METHOD
		DATE	PREPAID BAR	AMOUNT	METHOD
ADDITIONAL INFORMATION					

Please note that additional conditions apply to functions where guests are under the age of 21 years. The venue is NOT available for 18th birthday parties, bucks parties or school formals.

Please read and sign the Hall Hire Information Sheet and note the additional conditions relating to functions where guests are under the age of 21 years. *Manly Life Saving Club's Public Liability Insurance does not cover the negligence of the hirer. The hirer is **strongly** advised to take out Public Liability Insurance cover for this purpose.*

Declaration

The Hirer will indemnify and keep indemnified Manly Life Saving Club and Manly Council from all actions, suits, claims, demands, proceedings losses, damages, compensation sum or money costs (including solicitor and client costs) charges and expenses whatsoever to which Manly Life Saving Club or Manly Council shall or may be liable for in respect of or arising out of the use of the facility or for or in respect of all losses, damages, accidents or injuries of whatsoever nature or kind or howsoever sustained or occasioned (and whether to any property or to any person or resulting in the destruction of any property or the death of any person) at or upon including entering and leaving the premises or in connection with the use by the Hirer of the facility or any equipment or device thereon or therein and although outside the same.

I am over 21years of age and I have read and agree to the Conditions of Hire of Manly Surf Pavilion Hall.

Signed _____ in the presence of _____

Hirer _____ Witness _____
 Date _____

**Please return completed form within 14 days of receipt along with the signed Conditions of Hire document by email: Admin@manlylsc.com
 Hall Hire - Manly Life Saving Club - PO Box 141 - Manly NSW 1655**

OFFICE USE ONLY

Type: Community/ Social/Commercial
 Alcohol Security Adult Supervision Bond Police
 notified
 Approved _____ Date _____
 Declined _____ Date _____

Comment:

Applicant notified by _____
 Phone Post Email Other _____
 Date of notification _____

