



## AUDITORIUM BOOKING FORM

### APPLICANT INFORMATION

Organisation:

Contact Name:

Postal Address:

City:

State:

Postcode:

Mobile Phone:

Phone:

Email Address:

### BOOKING DETAILS

Dates Required:

Comments:

### HIRE FEES

**Hire Fee: \$100.00** per day or part thereof

**Cleaning Fee: \$35.00** per rental *\*If additional cleaning is required this will be charged back as an additional fee*

I have read and agree to the terms and conditions

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO:**

**NARROMINE AVIATION MUSEUM**

**PO Box 122, Narromine NSW 2821**

**Or email to: [memberships@narromineaviationmuseum.org.au](mailto:memberships@narromineaviationmuseum.org.au)**



## RENTAL TERMS AND CONDITIONS

### Payment

1. A deposit of 50% is required when booking is confirmed;
2. Full payment required prior to rental commencement;
3. All loss and/or damage to equipment or property will be subject to an additional charge based on the costs of repair;
4. If the rental booking is cancelled for any reason with less than three weeks' notice, the deposit fee will be retained;
5. If the rental booking is cancelled for any reason with less than 48 hours' notice, the full rental fee is applicable;
6. A \$10 administration fee will be applied to all refunds issued.

### Décor / Decoration

Table linens are not supplied. When decorating, anything that will leave a mark on the walls of the building is NOT permitted. This includes but is not limited to nails, drawing pins or non-approved sticky tape of any kind. Painter's tape is the only approved method of affixing decorations to the walls.

Any repairs required for damage or marks left on the walls will be charged back at to renter.

Candles (tea lights, votives, pillar) in enclosed containers are permitted. All Decorations must be removed at the end of rental term

### Food and Alcohol

Renters have the option of choosing their own caterer, or a caterer may be arranged on renters behalf. No alcohol may be served without prior permission. The sale of alcohol is strictly forbidden and may result in legal action being taken. To inquire about catering or the service of alcohol, please contact Beryl Hartely on 0407 459 581.

### Hours / Noise

All functions and public events must be concluded by midnight. Permission for late finishes and clean-ups must have prior permission. Renters must be respectful to other patrons using the aerodrome, Narromine Aero Club and Narromine Gliding Club at all times.

### Smoking

Smoking is strictly prohibited anywhere in the Auditorium or within 30 metres of the Auditorium doors at any time. Patrons are requested to use supplied ashtrays at all times.

### Insurance

While onsite, renters are responsible for any damage or harm to their own property and personnel. They also accept responsibility for any damages to the Museum's property by the user or one of his/her members, guests or participants. The user is aware that Narromine Aviation Museum does not carry liability insurance for the benefit renter. The renter agrees to indemnify Narromine Aviation Museum Incorporated, including it's employees, directors, volunteers and associated entities of all liabilities, claims, actions or damages arising from the use of the centre by the renter.

### Cleaning

Renters are responsible for leaving the Auditorium and surrounding grounds in the same condition as when it was rented, which includes picking up all litter and decorations associated with the event. If extra cleaning is required, the cost will be charged to the renter.

### Security

Security is not provided. If security is required contact Beryl Hartely on 0407 459 581 to discuss.

### Technical Equipment

Auditorium rental includes the use of the supplied AV equipment. Any loss or damage that occurs during the rental period will be charged back to the renter.

Updated August 2017