

Application to Hire Walhalla Mechanics Institute Hall  
Managed by the Walhalla Board of Management Inc.

**Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Address.** Street \_\_\_\_\_

Suburb & Post Code \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Date required** \_Day\_\_\_\_\_Month\_\_\_\_\_Year\_\_\_\_\_

From: Am\_\_\_\_\_ Pm\_\_\_\_\_ To: Am\_\_\_\_\_ Pm \_\_\_\_\_

**Additional Requirements.** Meeting Room. Yes No

**Public Liability Insurance**

a. We require cover under the WBOM's Policy @ \$25.00 Yes No

b. We have our own Policy with copy attached. Yes No

Will alcohol be served at your function? Yes NO

Serving of Alcohol permits to be attached.

**Meeting Room Hire. Date required** \_\_\_\_\_

**Mechanics Institute Hire Charges.**

Main Hall room and kitchen \$400.00 per 24 hours. Yes\_\_\_ No\_\_\_

BOND \$500.00 by Credit card only Yes\_\_\_ No\_\_\_

Main Hall room and kitchen \$50.00 per hour. Yes\_\_\_ No\_\_\_

BOND \$25.00 by Credit card only Yes\_\_\_ No\_\_\_

PUBLIC LIABILITY INSURANCE Required Yes\_\_\_ No\_\_\_

Total \$\_\_\_\_\_

Deposit \$\_\_\_\_\_

Balance Due \$\_\_\_\_\_

I have read & agree to comply with the Terms& Conditions for Hire of Mechanics Hall & Meeting Room. Sign. \_\_\_\_\_

Name & Date. (Please Print)\_\_\_\_\_

Please Post to PO Box 18 Moe 3825. Email to [Raeannesplace@gmail.com](mailto:Raeannesplace@gmail.com)

-----Office use only-----

Bond Inspection report by..... Bond refunded Y. N.

Date.....

Comments. \_\_\_\_\_

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