



# MACKAY Art SOCIETY

2 Snow Wright Court, Beaconsfield, Mackay 4740

## BUILDING HIRE FORM

Version 1 – 12/4/2024

This Document is for booking and paying for the hire of the Mackay Art Society Building at 2 Snow Wright Court Beaconsfield. Daily Hire Rate is \$120.00.

Name of Contact .....

Name of Organization .....

Organization address .....

Organizations own public liability certificate provided or attached Y / N

Contact Telephone Number .....

Requested Hire dates and times .....

.....

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Total Payment Due .....

Payment Due Date .....

Payment details for Mackay Art Society      BSB **645 646**    Account number **105 627 763**

### Rules and conditions for Building Hire

Organisation hiring building should have own public liability, or alternatively individuals become an Affiliated Member of the Mackay Art Society requiring a payment of \$10 dollars per year. This membership covers people for Accident Insurance while using the building .

The building is left clean and tidy. Kitchen equipment can be used. Plates and cups left washed up, dried and put away. All electrical equipment turned off after use, this includes aircon, lights fans and kitchen equipment.

The chairs and tables can be moved but should be left in the same arrangement as found. Only water colour and acrylic paint can be washed down the external sink. Oil paints and equipment should be disposed of at home.

All doors and windows closed after use and the internal alarm switched back on.

**CONTACT NUMBER** Mackay Art Society on 0459 245 036

Hire Agreement signed by Organization .....

Hire Agreement signed by Booking Officer Mackay Art Society .....