



# Shire of Wongan-Ballidu

## Wongan Hills Medical Centre

### Monthly Hire Agreement Form

**Hire Fees:**

For Consulting Rooms 6, 7 and 8 and Front Function/Meeting Room

Half Day (up to 4 hours)                      \$35.00

Full Day (over 4 hours up to 12 hours) \$65.00

**Conditions:**

The hirer is to collect and sign for the keys from the Shire Office before going into the Medical Centre. The keys must be returned to the Shire Office before the close of business (4.30pm) on the day. The keys are the responsibility of the hirer and if lost the hirer will be charged for replacement.

Hirer is to ensure room used is **locked** and if last to leave that the **front entrance door is locked**.

Hirer is **not to use** any Allied Health equipment that may be in the room; including computers, telephones and fax machines.

The room is to be left in a clean and tidy condition.

Hirer has access to the staff amenities room if required.

Name of Hirer: .....

Address for Invoicing: .....

Contact Phone Number: .....

Month:	Week 1	Week 2	Week 3	Week 4	Week 5 (5 week months only)
Room # Required					
Date					
Time from/to	-	-	-	-	-

I have read and agree to abide by all conditions in relation to the Hire of a room within the Wongan Hills Medical Centre and in addition accept all fees as detailed above and agree to pay these fees when invoiced.

Signed:.....

Date:.....