



FACILITY CONDITION REPORT

Name of Building / Area Hired:

NB. Any maintenance/cleaning that you require to be rectified before your event needs to be reported to Council immediately.

Women's Restroom - Items to be checked Before & After Rental			NOTES
Before Rental	After Rental		
		Floors are free of paper towels / garbage	Floor has been swept, mopped, or vacuumed as necessary
		Toilets are not plugged and flush properly	Please check flush levers to ensure they are working
		Garbage container is available and empty in restroom	
		Doors on restroom stalls are not damaged	Check stall door and entry door handle to ensure no damage
		There are no dents or holes in the walls or shoes scuff marks	Scuff marks must be completely removed
		Garbage has been properly disposed of	No toilet paper / garbage can be left on the floor

Men's Restroom - Items to be checked Before & After Rental			NOTES
Before Rental	After Rental		
		Floors are free of paper towels / garbage	Floor has been swept, mopped, or vacuumed as necessary
		Toilets are not plugged and flush properly	Please check flush levers to ensure they are working
		Garbage container is available and empty in restroom	
		Doors on restroom stalls are not damaged	Check door handles to ensure no damage
		There are no dents or holes in the walls or shoes scuff marks	Scuff marks must be completely removed
		Garbage has been properly disposed of	No toilet paper etc can be left on the floor

Building - Items to be checked Before & After Rental			NOTES
Before Rental	After Rental		
		Floors have been swept and are free of garbage / spills	Floor has been swept, mopped, or vacuumed as necessary
		Tables & chairs are put away clean & undamaged	Furniture returned to original positions
		No bags containing garbage remain	All garbage to be removed from the Showground's by the Hirer
		All lights are turned off / air-conditioning is set to off position. Alarm is set after event.	
		No tape / residue on walls / windows / panelling / floors	Any pin holes, or residue will result in loss of all or part of deposit

		There are no dents or holes in the walls or shoes scuff marks	Scuff marks must be completely removed
		No balloons / decorations remain inside / outside the building	
		No breakage, graffiti, or damage to premises, furniture, or equipment.	
		No excessive cleaning was required by Council's staff.	
		The acoustic panels in the main pavilion are not to be touched in any way.	Damage caused to the acoustic panels will be at the cost of the hirer.

Kitchen - Items to be checked Before & After Rental			NOTES
Before Rental	After Rental		
		Bench tops and sinks wiped and clean	
		All kitchen utensils, dishes etc have been washed, dried and put away	
		No dishes left in dishwasher	
		Gas bottles have sufficient gas	
		Kitchen floor swept and mopped	
		All electrical appliances switched off (not fridge)	
		Fridge emptied and cleaned as required	
		All electrical appliances including the oven, microwave and fryer are cleaned after use.	
		Kitchen is in the exact condition as found upon arrival	
		Rubbish bins emptied	All garbage to be removed from the Showground's by the Hirer

Bar - Items to be checked Before & After Rental			NOTES
Before Rental	After Rental		
		Fridge emptied and cleaned as required	
		Rubbish bins emptied	
		Floor swept and mopped	
		All personal items have been removed	

Outside - Items to be checked Before & After Rental			NOTES
Before Rental	After Rental		
		No garbage has been left outside of the building	All garbage to be removed from the Showground's by the Hirer
		No cans / bottles are outside the building	Broken bottles and/or garbage OUTSIDE will result in LOSS of all or part of DEPOSIT
		Flower beds / landscaping is free of garbage / debris	Cigarette butts, wrappers, etc must be properly disposed of.

- Bond refunds will be made by cheque after a satisfactory inspection of the building has been completed.
- This condition report has been developed to help Hirers to ensure that the Conditions of Hire are met. Failure to satisfactorily complete the items listed on the checklist may result in loss of your bond.
- All Hirers' personal furnishings and equipment must be removed at the end of the contracted hire period. Any externally hired equipment must be stored in an area negotiated with Council's caretaker and removed by 10:00 am the following morning.
- Mudgee Showground - The hirer is responsible for removal of their garbage. For bulk rubbish, \$80.00 will be deducted from the bond if garbage is not removed from the premises within 24 hours, or \$20.00 / wheelie bin.

Hirer comments: (If you experienced any difficulties or have any suggestions about how our facility could be improved please let us know)

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Name (please print)

Organisation

Date of Event

Signature: **Date:**

Office use only:

This form must be signed by a Council representative and presented to Council's Customer Service, Market Street, Mudgee to complete this process.

I hereby authorise a refund for bond monies in the amount of \$..... the hirer has met all Council's criteria.

Signed: Dated

Inspected for Mid-Western Regional Council by:

Date hired

Date of Inspection

Inspection comments:

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