

VENUE HIRE APPLICATION

Please complete a separate form for each date required. 'Conditions of Hire' form part of this application.

Contact Name:

Organisation:

- Please tick appropriate category: Individual or non-profit with no external funding
 Non-profit organisation with external funding
 Profit-making organisation

Address:

Daytime Phone No.:

Email Address:

- Venue being booked: Pole Depot Hall
 YouthZone Meeting Room Verandah
 Aurora Room Drop-in
 Counselling Room Cafe

Type of Booking: please tick one only

- Casual Booking Regular Booking
 Including School holidays Excluding School holidays

Day	Date	Start time	Finish time

Purpose of hiring premises:

Previous use of the facility: Yes No

If Yes, Date of Booking:

Referee Name:

Address:

Approximate number of people attending:

Age range of people attending:

Responsible adult:

Contact no.:

Designated First Aider:

Will the function be open to the public? Yes No

If yes, will a fee be charged to participants? Yes No

Which equipment do you want to use? (Please specify)

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Public Liability

I have no Public Liability (\$60.00 fee)

I have Public Liability cover
(attached Certificate of Currency)

Insurance Company:

Policy no.:

I declare that the above information is complete and accurate.

I have read and abide by the 'Conditions of Hire'.

Signed Date

I/We found out about the facility through

OFFICE USE ONLY

Keys required: Yes

No

Collected: Date:

Signed:

Returned; Date:

Signed:

Alarm Code required: Yes

No

Hire fee Hours @ \$ per hour =

Cleaning fee (if required) = \$ 33.00

Bond =

Public liability =

Key deposit =

Total payable =

Receipt No.:.....

Date:.....

Taken by:.....

Approved by:.....

Date:.....