

### 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: .....

