

Quote number: _____

| TENTATIVE | CONFIRMED | DEPOSIT PAID | PAID IN FULL

APPLICATION OF HIRE

Contact details:

| | |
|--------------------------------------|--|
| Name of organisation (if applicable) | |
| Contact name: | |
| Postal Address: | |
| Suburb: | |
| Postcode: | |
| Phone: | |
| Email: | |

Booking Details:

| | |
|--|---|
| Date of event: | |
| Times required: | |
| Event description: | |
| Estimated attendees | |
| Will you be serving alcohol? Is it being sold? | YES / NO (BYO and giving alcohol to your guests at no charge is ok) YES / NO (If YES you must provide own liquor licence. Please attach) |
| Will you be serving food? Is it being sold? | YES / NO YES / NO |
| Do you have your own public liability insurance cover: | YES / NO (If yes please attach copy) |

Payment details:

Invoice details:

| | |
|--|-----------|
| Hall Hire (_____ x \$____.____ per hour) | \$ |
| Public Liability Insurance | \$33.00 |
| Refundable Bond: | \$ |
| Other Charges | \$ |
| Total: | \$ |

Deposit must be paid by: _____ / _____ / _____

Full payment must be made by: _____ / _____ / _____

Office use only:

Booking confirmed: Yes / No
 Public Liability form signed Yes / No
 Conditions form signed Yes / No
 Deposit Paid \$_____ Yes / No
 Full payment made Yes / No
 Key issued _____ Yes / No
 Key returned Yes / No
 Bond returned Yes / No

Invoice number: _____ Key issued: Yes/No _____
 Comments:

