

**Please note:  
Booking are reviewed  
annually**

## APPLICATION OF HIRE – REGULAR USERS

Booking commencement: _____
Proposed end of hire: _____

*Contact details:*

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

*Booking Details:*

Date/s 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:*

Payment frequency:	WEEKLY / MONTHLY / SCHOOL TERMS / OTHER _____
Do you require invoices?	YES / NO

*Other details:*

Do you require hall keys?	YES / NO (Keys cost \$20.00 per key, this is refundable at end of hire)
Comments:	

*Office use only:*

Booking confirmed:	Yes / No
Public Liability attached	Yes / No
Conditions form signed	Yes / No
Hire Deposit Paid \$ _____	Yes / No
Keys issued	Yes / No
Key returned	Yes / No
Hire Deposit returned	Yes / No

Comments:

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