

# Application for Hall Hire



Lesser Hall

War Memorial Hall

Lounge/Blue Room

## Applicant Details

Name:	
Hiring Organisation:	
Address:	
Postcode:	
Phone:	Email:

## Booking Details

Brief description of event and number attending: _____ _____	
Date from:	Date to:
Start time:	Finish time:
Event type (please select): Charitable                      Educational                      Community                      Tourism/Commercial Please refer to Event Classification Policy. Information may be requested to determine event type and fees charged accordingly. If applicable, please provide a copy of your charity licence or certificate of incorporation and the percentage of profits going to this organisation as an appendix.	

Payment must accompany your application form to secure your booking. No tentative bookings can be made. It is recommended that applications are received ten business days prior to the booking.

I, \_\_\_\_\_ have read the Facility Hire - Conditions of Use and agree to abide by all relevant conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Hire cost \_\_\_\_\_ Total # of hours \_\_\_\_\_  
Hire bond \_\_\_\_\_  
Piano bond \_\_\_\_\_ Bond # \_\_\_\_\_  
Total fees \_\_\_\_\_ Receipt # \_\_\_\_\_