



VENUE HIRE APPLICATION

The 'Conditions of Hire' form part of this application.

Contact Name:

Organisation:

Address:

Daytime Phone No:

Email Address:

Venue being booked:

Small Training Room (up to 30 people)

Large room (up to 60 people)

Purpose of hiring the premises:

Venue style setup:

Classroom style

Playgroup

Conference

Meeting

Equipment needed (all rooms have interactive whiteboards with overhead projectors):

Flip Chart (lectern with flip chart)

Laptop/notebook

White Board

Other (Please specify)

Type of Booking: please tick one only

Casual (one off)

Short term (up to a month & specific days)

Regular (ongoing but unpredictable time)

Long term (more than a month & regular)

Day	Date	Start time	Finish time

(If you are a long term renter, just enter the 1st full cycle and write repeat till

Previous use of the facility:

Yes

No

Do you need training on using our Interactive Whiteboard?

Yes

No

Number of people attending:

Age range of people attending:.....

Designated First Aider name:

Contact no.:

No I don't have one

Will the function be open to the public?

Yes

No

Do you have Public Liability? Yes No – if yes, attach a Certificate of Currency

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: