

**VENUE HIRE APPLICATION FORM**

E-PR02

The attached 'Conditions of Hire' (E-PR03) form part of this application.

Organisation Details																					
Name Organisation/Group																					
Contact Name																					
Daytime Phone No.	<table border="1"> <tr> <td>Mobile</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Mobile																			
Mobile																					
Email Address																					
Address for Correspondence																					
	Post Code																				
Type of Organisation Group (Please tick)	<input type="checkbox"/> Business or Government department <input type="checkbox"/> Private individual or group <input type="checkbox"/> Not for profit organisation																				
Reference details that you need recorded on invoice																					

Room Hire Details																					
Type of booking (Please tick)	<input type="checkbox"/> One-off Booking <input type="checkbox"/> Recurring Booking <input type="checkbox"/> Including School Holidays Yes / No																				
Date(s) / Day(s) Required, Time(s) Starting and Finishing																					
Name of room booking (Please tick)	<table border="1"> <tr> <td> <input type="checkbox"/> Worrigeer St Conference Room with Kitchenette (option to divide room into 2 meeting spaces)  <input type="checkbox"/> Worrigeer St Outdoor Space / Playground  <input type="checkbox"/> Worrigeer St Community Space                 </td> <td> <input type="checkbox"/> Park Rd Front Room  <input type="checkbox"/> Park Rd Back Room  <input type="checkbox"/> Park Rd Community Kitchen                 </td> </tr> </table>	<input type="checkbox"/> Worrigeer St Conference Room with Kitchenette (option to divide room into 2 meeting spaces) <input type="checkbox"/> Worrigeer St Outdoor Space / Playground <input type="checkbox"/> Worrigeer St Community Space	<input type="checkbox"/> Park Rd Front Room <input type="checkbox"/> Park Rd Back Room <input type="checkbox"/> Park Rd Community Kitchen																		
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Purpose of Hire																					
Laptop hire required	<input type="checkbox"/> Yes (Additional fees apply) <input type="checkbox"/> No																				
Projector hire required	<input type="checkbox"/> Yes (Additional fees apply) <input type="checkbox"/> No																				
TV hire required	<input type="checkbox"/> Yes (Additional fees apply) <input type="checkbox"/> No																				
Facilitator Name Attending	<table border="1"> <tr> <td>Mobile</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Mobile																			
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Public Liability Insurer	<table border="1"> <tr> <td>Certificate of Currency attached</td> <td> <input type="checkbox"/> Yes    <input type="checkbox"/> No    Expiry date:                 </td> </tr> </table>	Certificate of Currency attached	<input type="checkbox"/> Yes <input type="checkbox"/> No    Expiry date:																		
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Agreement
<p>As the hirer, I hereby agree that the above information is correct and that I have read and understood and agree to abide by the Conditions of Venue Hire. I also agree to indemnify Shoalhaven Neighbourhood Services Inc., its staff and volunteers and Management Committee members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees and any persons under its control or responsibility in connection with the usage of Shoalhaven Neighbourhood Services Inc.'s facilities.</p>

Signature		Date	
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Office Use Only			
Application accepted by		Date	
Application entered into calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application entered by	
		Date	
Keys required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Alarm code required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date keys collected		Date keys returned	

<b>Any other comments</b>	
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