

FORM 3: APPLICATION FOR VENUE HIRE

Name of Event (for signage purposes):	
Contact Name:	Address:
Organisation:	
ABN:	
Phone:	Postcode:
Mobile:	Email:
Purpose of Hire:	Number of Attendees:

Where did you hear about The Events Centre?

PUBLIC LIABILITY INSURANCE: (Compulsory for all major events ie Trade Shows, Concerts).

Providing Own (Certificate of Currency to be provided) The Events Centre to provide (Form A required)

Room/s to be Hired	Capacity					Date Required	Access Required From	Public Entry Time	Function Ceases At	Venue Vacated at
	T	US	BR	CR	BS					
Theatre including Glasshouse Courtyard	900	100	120	320	500					
Playhouse	332	-	-	-	-					
Reef Room	160	45	55	140	120					
Beausang	160	40	50	70	120					
Enterprise	45	20	20	20	15					
Main Foyer	-	-	-	-	-					
Kulture Kafe Foyer/Verandah	-	-	-	-	-					

ROOM SET UP

T= Theatre Style (rows of seats) US= U Shape BR= Board Room (Seating on outside of tables)
 CR= Class Room (tables and chairs) BS= Banquet Style (Round tables of 10) Other

CREDIT CARD DETAILS:

Card Type: BANKCARD MASTERCARD VISA

Card Number:

Expiry Date: /

Amount:

Card Holders Name:

Signature:

ADDITIONAL REQUIREMENTS (please enter quantities) *

*** Additional charges apply – refer to the Equipment Schedule of Fees.**

CONFERENCE EQUIPMENT

TECHNICAL EQUIPMENT

*Data Projector		*Registration Booth		*Upright Piano (Reef Room only)	
*Lap Top Computer		Whiteboard		* Baby Grand Piano (Playhouse only)	
*TV/VCR		*Electronic Whiteboard		* Full Grand Piano (Theatre only)	
*TV/DVD		Flipchart		*Microphones	
*Over Head Projector		Lectern		*Theatre Technician for audio/lighting	
Projector Screen		*Portable PA system		Times required for tech (min 4 hrs) From: To:	

FOR FOOD AND BEVERAGE REQUIREMENTS PLEASE REFER TO ATTACHED MENU'S

I, _____ (the undersigned), on behalf of _____ (the hirer/organisation) acknowledge having read and understood the **Bookings & Cancellation Policy** and hereby undertake in the event of this application being granted to comply in all respects with such conditions.

Signed: _____

Date: _____