



Venue Hire Booking Form

Name of Hirer: Position:

Identification Type: Number:
(e.g. Driver's Licence or organisation business card supplied)

Telephone: Mobile:

Email:

Name of organisation or group:

Postal Address:

Type of Function: Fundraiser Wedding/Reception Birthday/Engagement Party

Other..... How many people expected to attend?
(e.g. workshop, meeting, information/public consultation)

Venue required: Hall Meeting Room Kitchen Air-conditioning? Yes No

Day required: Date:/...../..... Time required:to.....

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Booking Type: One off Regular Weekly Fortnightly Monthly

Public Liability Insurer: Policy No:

Is a Liquor Licence required? No Yes Policy No:

Refund of Bond: Bank Deposit Cheque refund (refund must be in the hirer's/ organisation name)

Bank: BSB Number:

Account Number: Account Name:

CONDITIONS OF USE

I have read the attached Urangan Community Centre's Terms & Conditions of Hire and agree to accept these responsibilities and abide by the Conditions listed.

Signature: Date:/...../.....

(Please note that this remains a tentative booking until a deposit is received).

OFFICE USE ONLY:

Quote given: Cost: \$..... Bond: \$.....

Air-conditioning: \$..... Bond: \$.....

Booking accepted by: Booking received:/...../..... In Outlook:/...../.....

Deposit Paid: \$..... Date:/...../..... Receipt No: Balance to pay: \$.....

Invoice No: Venue Induction:/...../..... By:

Balance Paid: \$..... Date:/...../..... Receipt No:

Key Issued:/...../..... No: Permanent Hirers Receipt No:

Closure Checklist and feedback form returned with keys:/...../..... Comments noted:

Bond release form completed:/...../.....