VENUE HIRE FORM

HIRER DETAILS					
Organisation Name	Click here to enter text.				
Invoice Address	Click here to enter text.				
Contact 1					
Name	Click here to enter text.	Phone	Click here to enter text.		
Mobile	Click here to enter text.	Email	Click here to enter text.		
Contact 2					
Name	Click here to enter text.	Phone	Click here to enter text.		
Mobile	Click here to enter text.	Email	Click here to enter text.		
Are you registered as a Not-For-Profit organisation?		☐ Yes ☐ No	Copy of Certificate of Incorporation attached	☐ Yes ☐ No	
Do you have current Public Liability Insurance?		☐ Yes ☐ No	Copy of Certificate of Currency attached	☐ Yes ☐ No	
Do you have a current driver's license or suitable photographic ID?		☐ Yes ☐ No	Copy of ID attached (must be cited)	☐ Yes ☐ No	

BOOKING INFORMATION

Please note: * All prices inclusive of GST and subject to change. Current room hiring fees are $14 per hour.

DAY	DATE	ENTRY TIME	EXIT TIME	EXPECTED NUMBER OF PEOPLE
Purpose of Hire:				

Declaration

I have read and understand the Venue Hire Terms and Conditions including the Schedule of Additional Charges as well as any additional conditions of use as issued by The Spiers Centre and agree to abide by these conditions. I undertake to be responsible for leaving the premises in its original condition and will be liable for any damage caused whilst on premises.

I understand that failure to provide completed participation forms will result in the hirer being charged hire fees at the full venue hire rates as per the Schedule of Additional Charges.

I Click here to enter text. hereby acknowledge that I have read and understood the contents of this form and will comply with the Centre Hire Terms and Conditions and am authorised to act on behalf of the organisation.

Name: Click here to enter text. **Signature:** **Date:** Date

Office Use Only	
☐ **Booking is accepted**	
☐ **Booking not proceeding for the following reason(s):** Click to enter text	
☐ **Deposit $** ☐ **Receipt #** ☐ **Alarm code assigned**	☐ **Keys Taken Date:** Date ☐ **Keys Returned Date:** Date
☐ **Room Hirer has been notified**	**Date Acknowledged:** Date