

HIRER'S DETAILS

Title: Mr / Mrs / Miss / Ms / _____ First Name _____ Surname _____
 Organisation (If applicable) _____
 Street Address _____ Suburb _____ Postcode _____
 Postal Address _____ Suburb _____ Postcode _____
 Contact Number: H _____ W _____ Mob _____
 Email _____ Fax _____

Please tick the HALL/MEETING ROOM to be booked:

Auburn Town Hall (capacity 200)	<input type="checkbox"/>	Newington Community Centre – Main Hall (capacity 100)	<input type="checkbox"/>
Sommerville Room (capacity 50)	<input type="checkbox"/>	Newington Community Centre – Room A (capacity 30)	<input type="checkbox"/>
Exhibition Gallery (capacity 50)	<input type="checkbox"/>	Newington Community Centre – Room B (capacity 30)	<input type="checkbox"/>
Lidcombe Community Centre (capacity 80)	<input type="checkbox"/>	Newington Community Centre – Room A & B (capacity 60)	<input type="checkbox"/>
Sutchbury Room (capacity 20)	<input type="checkbox"/>	Regents Park Community Centre (capacity 80)	<input type="checkbox"/>

BOOKING DETAILS:

Is your booking for CASUAL or REGULAR hire?

<input type="checkbox"/>	CASUAL	Date of Event:	
<input type="checkbox"/>	REGULAR	<i>If you are requesting a regular period of hire, circle your requested dates on the attached calendar.</i>	

Arrival Time:		Departure Time:	
---------------	--	-----------------	--

(Note: You will need to allow set up and clean up time for your activity/event)

Expected Number of Attendees:	
-------------------------------	--

Are you applying for a concessional rate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	------------------------------	-----------------------------

(If YES, an additional APPLICATION FOR CONCESSIONAL RATE must be completed annually)

*******NOTE: Further information may be required to be provided depending on the nature of your function/activity, prior to confirmation of your booking*******

This information may include a Public Order Management Form, Insurance Details/Certificate of Currency, security details and floor layout.

FOOD and/or ALCOHOL:

Will food be served:	<input type="checkbox"/> YES Give details (e.g. 3 course meal) _____
	<input type="checkbox"/> NO
Will alcohol be consumed:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>(Refer Terms and Conditions for Guidelines on consumption of Alcohol)</i>	

PURPOSE OF HIRE:

Please Provide as much details below as possible:

Note: If your booking is for a public conference/seminar/lecture/meeting or religious service, a *Public Order Management Form* must be completed and submitted with your application. Failure to disclose the correct purpose will result in cancellation of your booking, the forfeiture of your bond and the preclusion from any future hiring of Council premises.

FACILITIES REQUIRED:

KITCHEN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
MICROPHONE (Town Hall Only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>(Council will supply only one microphone, this will be signed out by the hirer and signed back in at the end of the function/event. An extra bond may apply for use of the microphone).</i>		
SET UP OF CHAIRS & TABLES (Town Hall Only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If you require set up of tables and chairs in the TOWN HALL ONLY, please attach a diagram of the layout. An additional set up fee (as set out in Council's fees and charges) will be charged for this service.</i>		

ACKNOWLEDGEMENT:

Provide details below.

I believe the information provided in this application is true and correct to the best of my knowledge.

I understand that should the content of any lectures breach any of the provisions of the Terms and Conditions of Hire by amongst other things vilifying, discriminating or inciting hatred or violence against any person or persons, I will forfeit the bond for the event and be precluded from any future hire of Auburn City Council Premises.

I agree to abide by the Terms and Conditions of Hire Arrangements. I also undertake to advise Auburn City Council in writing, should there be any alterations or additions to the information supplied herein.

_____ on behalf of (If applicable) _____
(Hirer's Name) (Organisation)

_____ on _____
(Signature) (Date)