

# Youth Centre Booking Application Form

Please fill in all the requirements.

**This Application is for the Hire of:** (Please tick required Room/s)

	<b>Capacity</b>
<input type="checkbox"/> <b>Youth Pod</b> (Computer Room)	50 persons
<input type="checkbox"/> <b>The Hive</b> (Meeting/Activity Room)	50 persons
<input type="checkbox"/> <b>The Corner</b> (Kitchen)	8 persons
<input type="checkbox"/> <b>Sounds</b> (Music/Jam Room)	13 persons
<input type="checkbox"/> <b>Mooditj Mia</b> (Main Hall)	270 persons seated, 400 persons standing
<input type="checkbox"/> <b>The Dream Scene</b> (Main Foyer)	120 persons
<input type="checkbox"/> <b>Blender</b> (Activity Room)	50 persons

## Details of Hirer

Name of Hirer/Representative:

Name of Group/Organisation:

Position Held:

Street Address:

Postal Address:

Home:  Work:  Mobile:

E-mail:  Fax:

Own Insurance: Yes      No      Insurance Policy Number:

License/Passport Number:       ABN:

**Function Type/Intended Use** - Please write a short description

## Times and Dates for Intended use (including preparation and pack up)

Date:  To:

Arrival/Set Up Start Time:  Program/Event Start Time:

Program/Event Finish Time:  Leaving Time After Pack-Up:

Expected number of people attending?

## Additional Requirements

Please tick yes if you require any of the below items and put a quantity. Most of these items can be provided at no cost, however we cannot guarantee numbers. Please also note that if you wish to hire the projector, sound system, lighting and lighting desk, or microphones there are specific conditions which apply.

Yes	Items	Quantity
<input type="checkbox"/>	Chairs	<input type="text"/>
<input type="checkbox"/>	Rectangle Trestle Table	<input type="text"/>
<input type="checkbox"/>	Round Trestle Table	<input type="text"/>
<input type="checkbox"/>	White Board	<input type="text"/>
<input type="checkbox"/>	Urn	<input type="text"/>
<input type="checkbox"/>	Cups	<input type="text"/>
<input type="checkbox"/>	Spoons	<input type="text"/>
<input type="checkbox"/>	Projector *(conditions apply)	<input type="text"/>
<input type="checkbox"/>	Microphones *(conditions apply)	<input type="text"/>
<input type="checkbox"/>	Sound System *(conditions apply)	<input type="text"/>
<input type="checkbox"/>	Lighting and Lighting Desk *(conditions apply)	<input type="text"/>

Any additional requirements that weren't mentioned above:

## Important Information for Hirers

I need assistance setting up and packing away  
***Be aware there may be an extra cost involved for requiring assistance***

- We do not provide catering. You will need to supply your own tea & coffee, milk, serviettes and other catering items. For groups over 30, you will also need to supply your own cups and cutlery.
- If you want to use our sound system or recording studio, there may be a minimum charge of 1 hour set up fee and half an hour pack up fee at \$39 p/h for our sound technician to set-up, pack-up and also show you how to use it. Please speak to us about this when you book as charges may not apply to some groups. We will also ask for credentials if you wish to use the recording equipment.

**I / We hereby acknowledge having read the Conditions of Hire and the Fee Schedule and agree to comply with the fees and conditions therein.**

Applicant's Signature:  Date:

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## Office Use Only

Staff Member Taking Booking:

Quote:

Received:

By:

Community Discount:

Staff Arranged:

Quote Sent:

Processed In Book: