

Angliss Neighbourhood House
Application for House Use/ Venue Hire



The **Angliss Neighbourhood House Conditions of Venue Hire** must be read and agreed to on completion of this form. I understand and accept the Conditions of Venue Hire. All sections of this form **MUST** be completed.

Name of Org/ Group/ Individual			
Address			
Suburb			P/C
Postal Address (if different from above)			
Suburb			P/C
If group Incorporated /Not for Profit		Yes	No
We will use your email address as the first point of contact for any correspondence.			
Principal Contact			
Telephone	B/H	A/H	Mobile
Email Address			Fax
Secondary Contact			
Telephone	B/H	A/H	Mobile
Email Address			Fax
Invoicing Address (if different from contact person) (Organisations only)			
Name			
Address			
Suburb			P/C
Postal Address (if different from above)			
Suburb			P/C

Description of Activity	
Expected number of participants per session:	
1. Meeting Room & Venue Required (seats 12)	
Date(s)	Requested Time(s)*
2. Meeting Room & Venue Required (seats 40)	
Date(s)	Requested Time(s) *
*TIME BOOKED INCLUDES SET UP AND PACK UP TIME	
Equipment required Availability must be confirmed with Centre Staff prior to your booking Projector & laptop \$50 per function TV/ Video/DVD \$15.00 per function Whiteboard No charge	

Further information on equipment specifications is available when booking equipment. Any electrical equipment brought into the building must be tested and tagged by a licensed electrician.

Upon acceptance of this application I/We have read and agree to comply, in all respects, with the Conditions of Hire

Signed

Date

For and on behalf of

Personal information requested such as name and address, is collected for the purpose of registering & administering applications for hiring of community house facilities. The personal information collected will not be used for any other purpose or disclosed except as may be required by law. If you do not provide the information then your application may not be processed. You may access the information collected about you by contacting us on 9687 9908