



## Application For Function Room Hire

HIRER'S DETAILS			Office Use Only
NAME:			Date Received:
CLUB / ORGANISATION / COMPANY (including ABN):			_____
POSITION HELD:			Authorised By:
ADDRESS:			_____
TELEPHONE NUMBERS:	(BH)	(M)	Date Hirer Advised:
EMAIL ADDRESS:			_____
TELEPHONE NUMBERS:			Advised By:
EMAIL ADDRESS:			_____
BOOKING DETAILS			Office Use Only
ROOM REQUIRED: <small>(Function Room, Music Room or Art Room)</small>			Room Fee:
DATE(s) OF HIRE:	From:	To:	\$ _____
TIME REQUIRED:	From:	To:	_____
EXTRA DAY NEEDED: <small>(for setting up or cleaning up)</small>	Date:		Deposit Received:
TIME REQUIRED:	From:	To:	\$ _____
FUNCTION DETAILS			Office Use Only
TYPE OF FUNCTION:			_____
NO. OF PEOPLE ATTENDING:			(If Applicable) Security Bond
MEAL SERVED:	YES	NO	<u>\$200</u>
TYPE OF MEAL:			Date Received:
ALCOHOL SERVED:	YES	NO	_____
LIQUOR LICENSE PROVIDED: <small>NB: Please attach copy of Liquor License</small>	YES	NO	_____

FACILITIES REQUIRED			Office Use Only
<b>MAIN FUNCTION ROOM:</b>	Chairs (60 at tables or 80 in rows):		(If Applicable)
	Round Tables (6):		☆ Internet Fee:
	Stage / Piano:		\$ _____
	AV Equipment: <ul style="list-style-type: none"> <li>Digital Data Projector &amp; Screen</li> <li>DVD/CD Player</li> <li>Wireless Microphone</li> <li>Sound System</li> </ul>		Internet Agreement Returned: <input type="checkbox"/>
	Rectangular Tables (2):		☆ Crockery, Glassware & Utensils Fee:
<b>KITCHEN REQUIREMENTS:</b>	Oven:		\$ _____
	Fridges:		☆ Kiln Fee:
	Dishwasher:		\$ _____
	Urn:		☆ Replacement
	Crockery (72):		&/or Cleaning Fee Required:
<b>TABLEWARE REQUIREMENTS:</b>	Utensils (72):		\$ _____
	Glassware (72):		
	Table Cloths (6):		
<b>MUSIC ROOM:</b>	Desks (18):		<b>TOTAL FEES CHARGED:</b>
	Chairs (34):		\$ _____
	AV Equipment: <ul style="list-style-type: none"> <li>Digital Data Projector &amp; Screen</li> <li>Installed speakers</li> </ul>		
	Piano:		
<b>ART ROOM:</b>	Tables (6):		Date Paid:
	Stools (32):		_____
	Potters' Wheel (2):		Received By:
	Kiln:		_____
<b>INTERNET ACCESS REQUIRED:</b>		<input type="checkbox"/> NO	<input type="checkbox"/> YES <i>Internet Agreement To Be Signed</i>

I hereby make application for use of the above indicated premises for the day and times specified above. I acknowledge receipt of the G.A.C.C. Conditions of Function Room Hire and confirm that I have read same. I undertake to be bound by and comply with these conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions outlined, and hereby indemnify the Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane from any liability or litigation claim/s in association with negligence of my organisation or myself. I have inspected the premises and acknowledge that it/they will be suitable for the intended use stipulated above.

**SIGNED:**..... **DATED:**.....

*The information provided on this form will be used only for assessing your request and will not be disclosed to any third party without your authorisation unless required by law.*