



Facility Hire Request Form

First Name: _____ Surname: _____

Company: _____

Address: _____

Suburb: _____ Postcode: _____

Phone: _____

Email: _____

Facilities Being Hired: Oval Function Room Town Hall Tennis Meeting Room

Other _____

Additional Items Hired (i.e. Chairs, Tables, Tablecloths, etc – complete overleaf.

Reason for Hire: _____

Day and Date Required: _____

Times Required: _____ to _____

Will Alcohol Be Available: Y / N *Permit must be approved by CEO*

To ensure that no underage or excessive drinking will occur, we agree that a responsible adult will be monitoring consumption and age restrictions:

Name of Responsible Person: _____

Signature: _____ Date: _____

*Please be advised that all facilities will be checked after use.
All keys to be returned the following day by 10am.*

OFFICE USE ONLY

Chief Executive Officer: Approved Declined

Signature: _____ Date: _____

For payment of Bond refund please tick payment preference

Cheque EFT for EFT payments please supply the following

Account Name _____

BSB _____ Account Number _____