

<b>CONTACT DETAILS</b>
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph: (home) \_\_\_\_\_

Ph: (mobile) \_\_\_\_\_

Ph: (work) \_\_\_\_\_

Email: \_\_\_\_\_

Bank Details: \_\_\_\_\_ BSB No: \_\_\_\_\_ Account Number: \_\_\_\_\_

Are you registered as a business?  Yes  No

Business name and ABN: \_\_\_\_\_

Are you an incorporated body, sporting body, association or profit making organisation?

Yes  No

*If yes, you will need to submit a copy of your Public Liability Insurance with this application*

Are you a not-for-profit organisation?  Yes  No

*If yes, please provide a copy of your Certificate of Incorporation*

## Booking Information

What do you wish to hire?

Function room  Kitchen Services  Bar Services

If the bar is required to serve alcohol please ensure you have completed an application form for Social membership to SHDSA.

Membership form attached

Type of Event or Activity \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Age group: \_\_\_\_\_

Date requested: \_\_\_\_\_ Start time: \_\_\_\_\_

Finish time: \_\_\_\_\_ Total time requested: \_\_\_\_\_

*(Time must include set up and pack away time)*

Will there be any temporary structures or seating erected, ie marquees, staging, lighting, etc? If yes, provide details:

Will there be any noise creating devices, i.e. speakers, bands, DJ, loud machinery etc.? If yes, provide details:

Will there be a bouncy castle at this function? If yes, please provide a copy of the hiring company's public liability insurance.

Will you require any heavy vehicle or truck access? \_\_\_\_\_

***\*Approval will be required from the City's Parks Department***

Other equipment you may be bringing into the facility: \_\_\_\_\_

***\*Please note that the Council does not permit amusement rides, bouncy castles, smoke or bubble machines within buildings***

Written confirmation will be provided once your booking has been confirmed. Please note this application does not secure a booking.

### DISCLAIMER

***I agree that I have read the SHDSA Terms and Conditions of Hire and agree to abide by the Terms and Conditions of Hire, and be responsible for payment of all fees and charges associated with this hire.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_