

Hall Hire Application



Name: _____

Contact: _____

Email: _____

Organisation: _____

Bank Details:
(bond repayment)

Name: _____

BSB: _____

Account Number: _____

Date of Event: _____ Duration: _____ am/pm to _____ am/pm

Type of Event: Conference/Talk/Meeting Party - Please specify _____

Classes : Fitness/Dance/Others, please specify _____

No. of guests: _____ Serving Alcohol? Yes/No

Sections of the Building required (Please tick all that apply):-

Hall Kitchen Backyard/Outside Area Creche Area

Requirements:-

use of crockery, glasses and dishwasher

Duration required for:-

Setup: _____ am/pm to _____ am/pm

Cleanup: _____ am/pm to _____ am/pm

Do you have public liability insurance?

Yes - Please provide us a copy of your current cover and submit it together with this application.

No. Please fill up the attached form to purchase public liability insurance.

I have read and accept the GPC Hall Usage Policy, and understand that failure to meet the conditions in this document may result in my bond being withheld.

Signed: _____

Date: _____