

Room Hire Enquiry Form

Please complete and return this form to manager@surreyhillsnc.org.au or SHNC Reception

Name: _____ Date: _____
First Last

Company/Organisation (if applicable) _____
Name ABN

Address: _____

Phone: _____ Email: _____

Type of Hirer: Community Group Incorporated Association Business/Corporate Individual

Please give a brief description of the activity/event: _____

Do you have Public Liability Insurance to cover your activity/event? Yes – a Certificate of Currency matching the name of the hirer will be required to confirm your booking No – Special terms and conditions must be met and a Hire Agreement signed prior to booking confirmation

Minimum Number of attendees: _____ Maximum Number of Attendees: _____

Preferred Room: Chandler Room Maitland Room Swinnerton Room Cottage Kitchen Entire Cottage

Occurrence: Single Occasion Recurring/regular booking

Date Preference (Single Occasion Booking Only):

1: _____ 2: _____ 3: _____

If this enquiry is for a recurring/regular booking please indicate the following:

Start date: _____ End date: _____

Any date exclusions? Public Holidays: Yes No School Holidays: Yes No

Monthly Fortnightly Weekly Other: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start time of hire: (must include time for set up)	_____	Finish time of hire: (must include time allowance for clean-up)	_____
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I have read, understood, and agree to abide by the terms and condition as outlined in the **SHNC Venue Hire Information Booklet**

I understand that a room booking is only confirmed upon payment of invoice and approval of completed relevant forms

Signature: _____ Date: _____

Please email your completed form to manager@surreyhillsnc.org.au or return it to Reception at the Centre. You will receive a response to your enquiry within 7 business days of receipt of your enquiry.