



Application for room hire

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|--------------------------------|----------------------|------------------|----------------------|
| Applicant name | <input type="text"/> | | |
| Name of organisation | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| Phone | <input type="text"/> | Fax | <input type="text"/> |
| Email | <input type="text"/> | | |
| Event/activity | <input type="text"/> | | |
| Date/s | <input type="text"/> | Times (from, to) | <input type="text"/> |
| Number to attend (approx.) | <input type="text"/> | Number of chairs | <input type="text"/> |
| Any other requirements | <input type="text"/> | | |
| Public liability policy number | <input type="text"/> | Expiry date | <input type="text"/> |

Room required

Meeting room

| | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Weemilah | <input type="checkbox"/> Weemilah with kitchen | <input type="checkbox"/> Widjabul |
| <input type="checkbox"/> Weemilah and Widjabul combined | <input type="checkbox"/> Weemilah and Widjabul combined with kitchen | |

Interview room

| | | |
|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Gumbuya | <input type="checkbox"/> Kallara | <input type="checkbox"/> Gunyah |
|----------------------------------|----------------------------------|---------------------------------|

Acceptance of terms and conditions

I undertake responsibility for payment of hire rates and any other charges arising from my booking, in accordance with the *Terms and Conditions*, a copy of which has been supplied to me and which I agree shall apply to and form the basis of my application. Please see *Terms and Conditions* for cancellation policy.

| | | | |
|-----------|----------------------|------|----------------------|
| Signature | <input type="text"/> | Date | <input type="text"/> |
|-----------|----------------------|------|----------------------|

Please email a copy of your public liability insurance with this application to hub@nrcg.org.au. Your booking will then be confirmed. For any queries please phone our Community Hub on 02 6621 7397.

Office use

| | | | |
|----------------------------|----------------------|-------------|----------------------|
| Amount to invoice (ex GST) | <input type="text"/> | Approved by | <input type="text"/> |
| Signature | <input type="text"/> | Date | <input type="text"/> |