Venue Hire Form

**Business or Company Details**

|  |  |
| --- | --- |
| Company Name: | |
| Address: | Postcode: |
| Contact Name: | |
| Phone: | |
| Fax: | |
| Email: | |

**Facilities Needed by the Hirer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Internet \* | Yes | No | Data Projector \* | Yes | No |
| Interactive White Board | Yes | No | Crockery and or Cutlery | Yes | No |
| Whiteboard | Yes | No | Morning or Afternoon Tea \* | Yes | No |
| Laptop \* | Yes | No | TV | Yes | No |
| Kitchen Facilities | Yes | No | Video or DVD | Yes | No |
| Tea/Coffee Supplied \* | Yes | No |  |  |  |

Items with an asterisk will be an added cost over and above the normal venue hire charges.

**Date and Time that Venue is needed** *(we can make arrangements for out of normal business hours use).*

|  |  |
| --- | --- |
| Date |  |
| Time In |  |
| Time Out |  |

**Method of Payment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account  *Address as above* | Yes | No | Cash | Yes | No |

The Lake Grace CRC does not have eftpos facilities however payment can be made online.