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.