

CURRARONG COMMUNITY ASSOCIATION INC. (CCA)

60-62 Walton Way, Currarong NSW 2540

www.currarong.org.au

HALL HIRE APPLICATION FORM

Application form must be lodged at least 28 days prior to the booking date or as directed by the CCA Committee.

1. Applicant

Name: _____

Organisation (if applicable): _____

Is the organisation: Community	Commercial
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Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

2. Purpose of Hall Hire

Type of function: _____

Day: _____ Date: _____

Time (To include set up & pack up) From: _____ To: _____

Is it ongoing (eg activity classes) _____

Maximum No. of people: _____

No. aged over 25	No. aged 16 to 25	No. aged below 16
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3. Additional Function Information

Will alcohol be served: _____ Sold: _____

Will caterers be used (if yes list name and contact details): _____

What kitchen facilities are needed: _____

How are you inviting guests: _____

Are you providing security personnel: _____

Are you using a PA system: _____

Are you selling goods/tickets and collecting money: _____

Please list any other relevant information: _____

4. Function Safety Coordinator Details

Name: _____

Mobile: _____ Email: _____

The above person agrees they must be on site at all times during the function, be contactable at all times by mobile phone and be responsible for liaising with all relevant authorities.

The above person is responsible for ensuring the safety and cleanliness of the hall throughout the function and returning the hall to how it was found.

Should information provided by the applicant be incorrect, the CCA reserves the right to cancel this hire application.

I have read and agree by all of the following terms and conditions of hire.

Signature: _____ Date: _____