

Facility Hire | General

Booking Form



1. HIRER DETAILS					
Business / Organisation Name:					
Postal Address:					
Contact Person:				Phone:	
Email Address:				Mobile:	
2. HIRE DETAILS					
Day / Date:					
Start Time:				End Time:	
Expected Attendance:					
3. HIRE REQUIREMENTS					
Will a band play?		Please detail instruments:			
Will music be played?		Please detail media type:			
Will an audio visual presentation be shown?				N.B a USB with the file (.ppt) must be provided by the Hirer	
What microphones will be used?		☐ Handheld	☐ Lapel	☐ On Stand	☐ Other:
What areas will be used?		☐ Auditorium	☐ Café Area	☐ Function Room	☐ Kitchen ☐ Crèche
Will any other activities be included as part of the booking? (Please provide details)					
Are there any cultural rites or rituals included as part of the booking? If so, please specify.					
Are there any other specific requirements? (Please provide details)					
4. PUBLIC LIABILITY INSURANCE					
Name of insured:					
Name of Insurer:					
Level of cover: \$20,000,000.00		Policy no:		Expiry date:	
☐ Copy of the Certificate of Currency is attached (Please note copy of public liability is a condition of approval)					

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5. AGREEMENT

By signing and submitting this booking form the hirer agrees to the conditions of hire and will pay associated fees and charges at least three (3) days prior to commencement of hire.

The hirer is bound by the conditions of hire and will observe and fulfil the same during the hire period.

The hirer agrees to adhere to any and all operating instructions which may be provided and ensures all workers, patrons, and participants using hired facilities and equipment adhere to responsible work practices at all times.

The hirer agrees that any representative, duly authorised by Rockhampton Baptist, shall at all times be entitled to free access to any and every part of the hire area and premises.

I declare that all information supplied in this application is true and correct and I am an authorised to sign on behalf of the Business / Organisation.

Name:

Position:

Signature:

Date: