

Facility Hire | Function

Booking Form



1. HIRER DETAILS			
Family / Business / Organisation Name:			
Postal Address:			
Contact Person:		Phone:	
Email Address:		Mobile:	

2. HIRE DETAILS			
Day and Date:			
Hire Start Time:		Hire End Time:	
Function Start Time:		Function End Time:	
Expected Attendance:	☐ Less than 100 people ☐ 100 – 200 people ☐ 200 – 300 people ☐ Greater than 300 people		
Please note that the standard layout of the Auditorium seating will accommodate up to 300 people – if attendance is expected to be greater than 300 please confirm your desired arrangements:		☐ No additional seating (Room allowed at back of Auditorium for standing) ☐ Additional seating (Please note this may attract a fee)	

3. HIRE REQUIREMENTS				
Will instruments be played?	☐ Yes ☐ No	Please detail instruments:		
Will music be played?	☐ Yes ☐ No	Please detail media type:		
Will an audio visual presentation be shown?	☐ Yes ☐ No	<i>N.B a USB with the file (.ppt) must be provided by the Hirer</i>		
What microphones will be used?	☐ Handheld	☐ Lapel	☐ On Stand	
What areas will be used?	☐ Auditorium	☐ Café Area	☐ Function Room	☐ Creche
Will any other activities be included as part of the function?		☐ Yes ☐ No		
(If yes, please provide details)				
Will any cultural rites or rituals be included as part of the function?		☐ Yes ☐ No		
(If yes, please provide details)				
Please provide details if there are any other specific requirements as part of the function.				

4. CATERING				
Will catering be required?		☐ Yes ☐ No		
How many people will need to be catered for?		(minimum of 50 people)		
Which catering option is required?	☐ Option 1 (\$15 / person) Tea, Coffee, Punch, Water, Fruit Platter/s, Sweets Platter/s			
	☐ Option 2 (\$20 / person) Tea, Coffee, Punch, Water, Fruit Platter/s, Sweets Platter/s, Savoury Platter/s, Sandwich Platter/s			
	☐ Additional Hot Food Platter/s (Additional \$1 / person)			
What time will catering need to be served?				
Are there any dietary requirements to be considered?	☐ Dairy Free	☐ Gluten Free	☐ Vegetarian	☐ Other, please specify:
Are there any other specific catering requirements? (Please provide details)				

5. AGREEMENT	
By signing and submitting this booking form the <i>Hirer</i> agrees to the conditions of hire and will pay associated fees and charges at least three (3) days prior to commencement of hire.	
The <i>Hirer</i> is bound by the <i>Conditions of Hire</i> and will observe and fulfil the same during the hire period.	
The <i>Hirer</i> 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 <i>Hirer</i> 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 Family / Business / Organisation.	
Name:	Position:
Signature:	Date: