

Booking request

About four minutes. We reply with availability and costs.

Questions marked * need an answer.

This is a request, not a confirmed booking. We'll check availability and reply with costs within [2 business days]. Rates and hire conditions: _____. We use your details to manage the booking. Privacy policy: _____.

1. What would you like to book? *

- ☐ Main hall ☐ Meeting room ☐ Kitchen
- ☐ Whole venue

2. Preferred date *

Date

3. Second-choice date

Saves a round of emails if the first date is taken.

Date

4. Start time, including set-up *

Time

5. Finish time, including pack-down *

Time

6. Is this a one-off or a regular booking? *

- ☐ One-off ☐ Regular: weekly, fortnightly or monthly

7. Which days, how often, and until when? *

Only if "Is this a one-off or a regular booking?" is Regular: weekly, fortnightly or monthly.

8. What is the booking for? *

- | | | |
|------------------------------------|---|--|
| ☐ Meeting | ☐ Class or workshop | ☐ Party or celebration |
| ☐ Wedding | ☐ Community event | ☐ Sport or fitness |
| ☐ Other: _____ | | |

9. How many people will attend? *

10. Room set-up

- | | | |
|-------------------------------------|---|--------------------------------------|
| ☐ Theatre rows | ☐ Classroom | ☐ Banquet tables |
| ☐ Meeting table | ☐ We'll set it up ourselves | |

11. Equipment or extras

- | | | |
|--|---|--|
| ☐ Tables and chairs | ☐ Projector and screen | ☐ Microphone and PA |
| ☐ Kitchen | ☐ None | |

12. Will food or drink be served?

Only if "What is the booking for?" is Party or celebration, Wedding or Community event.

- | | | |
|--------------------------|---|--------------------------------------|
| ☐ No | ☐ Yes, we'll bring it | ☐ Yes, a caterer |
|--------------------------|---|--------------------------------------|

13. Will alcohol be served? *

Only if "What is the booking for?" is Party or celebration, Wedding or Community event.

Alcohol needs our written approval and may need a licence. See the hire conditions.

- | | |
|---------------------------|--------------------------|
| ☐ Yes | ☐ No |
|---------------------------|--------------------------|

14. Your name *

The person responsible for the booking on the day.

15. Organisation or group, if you're booking for one

16. Email *

17. Mobile *

18. Postal address

For the invoice, and for resident rates.

Street address

Address line 2

City or suburb

State or region

Postcode or ZIP

19. Public liability insurance certificate, if you have one

PDF or photo, up to 10 MB.

Attach this separately and write what you attached below.

20. Anything else we should know?

21. Hire conditions *

☐ I have read and agree to the hire conditions, including cancellation, cleaning and bond rules: _____

22. Signature *

Signature

Date