



**HIRE APPLICATION FORM**

NAME OF ORGANISATION	
NATURE OF EVENT / FUNCTION	
PROPOSED DATE AND TIME OF EVENT	
CONTACT (NOMINATED RESPONSIBLE PERSON)	
ADDRESS	
TELEPHONE LAND LINE	
MOBILE	
EMAIL ADDRESS	
SET-UP / REHEARSAL TIMES	
NUMBERS EXPECTED TO ATTEND	
TOTAL NUMBER OF SESSIONS REQUIRED	
TOTAL COST OF SESSIONS	
DEPOSIT ENCLOSED	
Other Requirements	
SIGNED	
PRINT NAME	
DATE	

By signing this Application Form, I confirm that I will be the Nominated Responsible Person (“NRP”) for this event and that I comply with the required criteria for an NRP. I have read, understood and will fully comply with The Terms & Conditions of Hire and Schedule of Costs which I have been given, and have retained a copy for my future reference.

**FOR OFFICE USE:**

PARKING PERMITS REQUIRED?	
REFRESHMENTS SERVED? By whom?	
BAR LICENSE REQUIRED?	
PERSON TO WELCOME / H&S	
PERSON LOCKING UP	