



VENUE HIRE FORM

GENERAL INFORMATION

Name of the applicant (individual or entity)	
Contact person (if applicable)	
Address	
Phone (business hours)	
Mobile	
Email	
ABN (if applicable)	

VENUE HIRE DETAILS

Provide a description of the proposed activity	
Description and expected number of participants (e.g. Maximum of 20 children aged 8-12 years)	
Detail any external service providers Including caterers, presenters, musicians etc. Copies of public liability insurance for each provider may be required.	
Is this event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited (please explain)
What spaces do you require? (Tick all that apply)	<input type="checkbox"/> Gallery <input type="checkbox"/> Studio (includes basic kitchen facilities and toilets) <input type="checkbox"/> Full kitchen <input type="checkbox"/> Reception area
When do need the space? Include days, dates and times as appropriate. Ensure you have allowed sufficient time for set up, pack up and cleaning.	

<p>What furniture and equipment is required? Please itemise all requirements. Gallery staff will advise if any items are unavailable, and if they can be provided at additional cost. Any further requirements are the responsibility of the hirer.</p>	
<p>What furniture and equipment will you be using?</p>	
<p>Will you be serving alcohol?</p>	<p><input type="checkbox"/> Yes (additional requirements apply) <input type="checkbox"/> No</p>
<p>Will you need gallery attendants? Gallery staff or volunteers can be requested <u>at additional cost</u> to perform a variety of support services including set up or pack up, serving food and drinks, providing guided tours or talks etc. Indicate number of people, time and functions required.</p>	
<p>Any additional requirements? Please be specific. The gallery will assist where practical.</p>	

BANK DETAILS

Refund of security bond (if applicable) will be made electronically by Electronic Funds Transfer.

Please provide your bank details.

Account name			
Bank			
BSB		Account number	

DECLARATION

I declare that all information contained in this application is true and accurate at the time of submission. I have read the Collie Art Gallery's Venue Hire Policy (OP.HIR.POL.01) and agree to all terms and conditions.

Signature	
Name	
Date	