# BLLC Hire Form

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| **Applicant Details** | | | | | |
| Client / Organisation / Company: | |  | | | |
| Contact Person: | |  | | | |
| Event Title: | |  | | | |
| Postal Address: | |  | | | |
| Suburb: | | | State: | | Postcode: |
| Contact Phone Number: | | | | Mobile: | |
| Email Address: | |  | | | |
| How did you find out about our Venue? | | | | | |
| Hire Category | School: | | | | |
| Private: | | | | |
| Commercial (provide ABN): | | | | |
| Community Group: | | | | |
| Other: | | | | |

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| **Booking Details** | | | | | | | | | | | | |
| **Hire Date/s and Times** | Date/s: | | | Access Time | |  | | | Event Start | |  | |
| Event Finish | |  | | | Exit Time | |  | |
| **Anticipated Attendees** | | No. of People: | | | Children: | | Youth: | | | Adults: | | Seniors: |
| **Type of Space/Room required** | | | Hall/Room: | | | | | Computer Area: | | | | |
| Kitchen: | | | | | Other: | | | | |
| **Contact Person on the Day** | | |  | | | | | | | | | |
| **Public liability insurance** | | | *Please supply copy of current insurance policy* | | | | | | | | | |

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| **Set up and Pack Up** | | | | | |
| **Set up and Pack Up of Event** | Please indicate your set up below | | | | |
| € Workshop | € Classroom | | € Banquet | € Party |
| € Boardroom | € Theatre | | € U-shape | € Other |
| € Hirer to set up/ pack up event | | € BLLC staff to set up/ pack up event (charges apply) | | |

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| **Alcohol and Security** |
| BLLC is not a licensed venue. The hirer must apply for a Community Liquor Permit if wishing to serve alcohol at the event. Special liquor licensing laws apply so please discuss with your booking contact before applying for the permit. Liquor Permit applications must be lodged with Liquor Licensing at least 3 weeks prior to the event date. BLLC must be provided with a copy of the Approved Liquor Permit. |

**I have read and understood the Conditions of Hire and details above are correct:**

Signed …………………………………………………………………………….

Date: ………/…………/……