

# Once Only Hall Hire Enquiry Form

<b>Hirer's Name</b>	
<b>Contact Person</b>	
<b>Contacts Phone Number</b>	
<b>Contacts Email Address</b>	

<b>Date Required</b>		<b>Time</b>		to	
<b>Facilities Required</b>	<input type="checkbox"/> Hall incl Toilets		<input type="checkbox"/> Kitchen		<input type="checkbox"/> Pergola
	<input type="checkbox"/> Tech (Microphones, projector, music, USB)			<input type="checkbox"/> Playground	
<b>Type of Event</b>	<input type="checkbox"/> Meeting <input type="checkbox"/> Party <input type="checkbox"/> Other _____				
<b>Event Description</b>	Number of Guests?				
	Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Further Information				

Office Use Only					
<b>Hire Application</b>	<input type="checkbox"/> Approved			<input type="checkbox"/> Denied	
	By				
<b>Bond Required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount	\$ .00	<input type="checkbox"/> Received
<b>Cost of Hire</b>	\$ .00	<input type="checkbox"/> Invoiced		<input type="checkbox"/> Payment Received	
<b>Insurance Cover</b>	<input type="checkbox"/> Own		<input type="checkbox"/> Cover Note Provided		
	<input type="checkbox"/> Required		<input type="checkbox"/> Application Received		
	<input type="checkbox"/> Submitted to Diocese		<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
<b>Entered into Calendar</b> <input type="checkbox"/>			<b>Paperwork saved to file</b> <input type="checkbox"/>		

***Please email completed form to***  
***[hallhire@stfaiths-strathpine.org.au](mailto:hallhire@stfaiths-strathpine.org.au)***