

# Regular Hall Hire Enquiry Form

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

<b>Day/s Required</b>				
<b>Time</b>	From	am / pm	To	am / pm
<b>Commencement Date</b>				
<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"/> Training <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"/> Initial Invoiced		<input type="checkbox"/> 1 <sup>st</sup> 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)