

Regular Hall Hire Enquiry Form

Hirer's Name	
Contact Person	
Contacts Phone Number	
Contacts Email Address	

Day/s Required				
Time	From	am / pm	To	am / pm
Commencement Date				
Facilities Required	<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	
Type of Event	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Other _____			
Event Description	Number of Guests?			
	Will there be alcohol at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Further Information			

Office Use Only				
Hire Application	<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
	By			
Bond Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount \$.00	<input type="checkbox"/> Received
Cost of Hire	\$.00	<input type="checkbox"/> Initial Invoiced		<input type="checkbox"/> 1 st Payment Received
Insurance Cover	<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	
Entered into Calendar <input type="checkbox"/>			Paperwork saved to File <input type="checkbox"/>	

Please email completed form to
hire@stfaiths-strathpine.org.au