

Once Only Hall Hire Enquiry Form

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

Date Required		Time		to	
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"/> Party <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"/> Invoiced		<input type="checkbox"/> 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