



2010/11 VENUE HIRE – Application Form

(A \$100 deposit is required with application to secure the booking – this amount is refundable if your application is not accepted).

Date/s of Hire	
Time/s of Hire	
Hirer Name	
Company (if applicable)	
Address	
Telephone/Mobile	
Email	

<p>Number of people: Details of Event (please provide as much detail as possible e.g.. wedding, social event, corporate function, fundraiser, community event, other):</p>

Indicate Facilities/Items Required:

Hall	Yes	No	
Balcony	Yes	No	
Bar	Yes	No	
Chairs	Yes	No	Number required:
Tables	Yes	No	Number required:
Barbeques	Yes	No	Number required:
Sound System	Yes	No	
Kitchen	Yes	No	
PA System	Yes	No	
Bar Tab	Yes	No	Limit required:
Project/Screen etc.	Yes	No	
Other			

Costings:

Hall	(Please see Hall Hire Schedule of Fees)
Balcony	(Included in hall hire charge)
Bar	\$25/hour per staff member (1 for every 50 patrons)
Chairs	Free
Tables	\$5/table
Barbeques	\$20/bbq (2 large bbqs available)
Sound System	Free (includes indoor and outdoor speakers with aux in attachment.
Kitchen	Free (fridge space available)
PA System	Free
Projector & Screen	\$80

Specific requests:

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I HAVE READ, UNDERSTOOD AND AGREE TO THE CONDITIONS ATTACHED TO THIS APPLICATION (see conditions of hire).

Signed: Date:

Payment (\$100 required on application)

Payment can be made by *credit card* over the phone or by emailing the club at admin@citysurf.asn.au with your card details (i.e. Name on Card, Card Number, Card Expiry).

Alternatively, you can credit direct to the Club's Bank Account:

BSB: 066122 Acc Number: 10044850

(Please quote Name and Date of Hire in Description.)

Please Note: Payment will be refunded if application is unsuccessful

Please email or post form to the details provided below.

Office Use Only:

Deposit received (Date, Amount & Receipt No.)	
Invoice forwarded for balance (Date & Amount, Bond)	
Payment Received (Total minus Bond; Date, Amount & receipt No.)	
Bond Received (Date, Amount & Receipt No.)	
Bond Returned (Date, Amount, Payment method)	
Key & Code (Date, Key Number & Code Number)	
Key Out - Signature (Signature & Date)	
Key Returned - Signature (Signature & Date)	

**City of Perth SLSC
181-183 Challenger Parade
City Beach WA 6015
admin@citysurf.asn.au
Ph: 08 9385 9232**