



CPA FACILITIES HIRE APPLICATION FORM

Name of Organisation _____
 Hirer's Contact Name _____
 Address _____
 Telephone Number _____ Mobile _____
 Fax _____
 E-mail _____
 Type of Performance/Activity _____
 Requested Date _____

Request Hire of the Facility single use regular use

Name of the Facility/Venue _____

Number of Guests/Participants _____

Hours of Use _____

(Please include set up and clean up time)

(Availability Tuesday/Wednesday/Thursday evenings 6pm to 10pm only)

Wheelchair patrons YES NO

Expected number of cars _____

STAFF REQUIRED FOR VENUES

Wait staff	YES (Numbers _____)	NO
Security	YES (Numbers _____)	NO
Cleaning Staff	YES (Numbers _____)	NO
Parking Attendants	YES (Numbers _____)	NO

Are you intending to employ external assistance eg: Caterers, Sound, and Lighting? YES NO
 If yes, please give details.

Name of Company _____
 Position of employment (Role) _____
 Contact phone number _____

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 Contact phone number _____

EQUIPMENT

Will you be requiring the use of any of the following?

Tables	YES	NO	how many? _____
Chairs	YES	NO	how many? _____
Trestle tables	YES	NO	how many? _____
Urns	YES	NO	how many? _____
Lectern	YES	NO	
With microphone	YES	NO	
White board	YES	NO	(Please bring own markers and eraser for whiteboard)
Video Player	YES	NO	
DVD Player	YES	NO	
PowerPoint presentation	YES	NO	(Computer IS NOT provided)
Overhead projector	YES	NO	
Slide projector	YES	NO	
Compact Disk player	YES	NO	
Fold-back speakers	YES	NO	
Fold-back speakers powered	YES	NO	
Microphones	YES	NO	how many? _____
	<input type="radio"/>	For what purpose (ie speaking, singing, band)	_____
	<input type="radio"/>	What type (ie hand held, lapels, on stands)	_____

Sports Centre

Basketball Hoops	YES	NO
Netball Poles	YES	NO
Volleyball Nets	YES	NO
Badminton Nets	YES	NO

Please provide an outline of items you will be providing (please give details)

All Saints' College Promotion of your event.

At the discretion of the Community Relations Department, your event may be promoted through the College website and weekly e-newsletter.

Would you like your event promoted by the college YES NO?

**if yes please attach proposed promotional material*

I/we, have read the conditions of hire and accept and agree to them.

Print name

Print name

Print name

Signature

Signature

Signature

On behalf of _____ (Organisation)

Date _____