



MERCY COLLEGE MACKAY APPLICATION FOR HALL HIRE

APPLICANT'S NAME - (CLUB / ORGANISATION *if applicable*)

ADDRESS

POSTCODE

POSTAL ADDRESS

POSTCODE

TELEPHONE

Home :

Work :

Mobile :

FACSIMILE

VENUE NEEDED

 (See Plan)

EQUIPMENT NEEDED

DESCRIPTION OF ACTIVITY / EVENT

DATE WHEN VENUE AND EQUIPMENT NEEDED

TIME WHEN VENUE AND EQUIPMENT NEEDED (include setting up time)

Start	Finish
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WILL LIQUOR BE CONSUMED, SUPPLIED, OR SOLD AT THE VENUE?

YES / NO Liquor Licence Number (*See clauses 19 of Agreement*)

SIGNATURE & DATE

(The person signing warrants that they have authority to sign this agreement for the club / organisation / applicant named above)

OFFICE USE ONLY

COPY OF INSURANCE POLICY SIGHTED

YES / NO Policy number (*See clause 16 of Agreement*)

APPLICATION APPROVED

YES / NO

Signature of authorizing officer _____ Date _____

HIRE CHARGES:

- Bond
- Key Deposit.....
- Hall
- Stage
- Conference Room
- Kitchen
- Sound / Lighting
- TOTAL