



## APPLICANT DETAILS

**Client/Organisation**  **ABN:**   
**Contact person**  **Email**   
**Mobile number**  **Business phone**   
**Postal address**  **Suburb**   
**State**  **Postcode**   
**Hirer category**  Commercial/Corporate  School/Government  Not-for-profit  Individual

## BOOKING DETAILS

**Hire Period**  Three hours *Minimum hire*  Six hours *Full day*  Multiple Days *Two - Six days*  Other *Please specify below*

**Hire Period** All days & dates  **Attendance** No. of people  **Age group** *Approx.*

**Access Time** *Start of Hire Period*  **Event Start** *Start of activity*   
**Event End** *End of activity*  **Exit Time** *End of Hire Period*

**Multi Day Events**  
 Please specify the start & finish time of *each day* of the Hire Period.

### Event category

Workshop *Eg. Creative, team building*  Private Function *Eg. Wedding reception*  Fundraiser *Eg. Auction*  Mini Exhibition *Eg. 1 - 6 days*  
 Commercial *Eg. Live entertainment*  Corporate Function *Eg. Conference*  Other *Please specify below*

### Event Description

Please provide a detailed description of your event.



## SET UP & PACK DOWN REQUIREMENTS

**No. of tables**  CBFAC can provide up to **10** trestle tables (1.8m x 0.75m) with **black** table clothes

**No. of chairs**  CBFAC can provide up to **100 black plastic chairs**

**Tech. Requirements**  Laptop  Projector  Bluetooth Speaker & microphone  TV Screen  
 CBFAC can provide **1, 43" HD screens**

Will you be bringing any temporary fixtures?  
*Eg. demountable stage*

Please provide details.  
 Include measurements if possible

Will you require an install team to assist with set up and pack down?  Yes  No

*Note: this is dependent on volunteer availability*

## CATERING DETAILS

Please provide details of your catering intentions for your event.

*Please refer to Conditions of Hire section 3 for Hirer expectations*

## ALCOHOL SERVICE

Would you like CBFAC to run a paid bar at your event?  Yes  No

*CBFAC bar volunteers are RSA certified*

*CBFAC retains all profit from bar sales*

Do you intend to provide your own alcohol at your event?  Yes  No

*If YES:*

- The Hirer may serve alcohol "free of charge" to their patrons within reasonable limits. CBFAC reserves the right to remove any patrons that become too intoxicated.*
- The Hirer must hold a liquor license if they intend to **sell** their own alcohol to their patrons. Sales must be made by RSA certified servers (RSA certificate to be displayed on the bar).*



## TICKETING

Will your event be ticketed?  Yes  No

Do you intend to sell tickets at the door?  Yes  No

Do you require CBFAC staff to handle bookings for you?  
*Sales prior to event and/or door sales*  Yes  No

*If YES:*

- *The Hirer will incur and additional \$50 charge for administration*

## CHECKLIST

Before returning your form, please ensure you have completed the following:

- Read and understood the Conditions of Hire
- Completed all sections of the Venue Hire Application Form
- Attached a Public Liability Insurance Certificate of Currency

- This form is to be completed and submitted to the CBFAC Coordinator prior to any advertising or promotion.
- This form does not confirm the booking.
- The bookings is tentative once the Hirer receives a signed copy of this form and a quote for their event.
- The booking is only confirmed when this quote is accepted.

**Hirer Signature**

**Date**

**CBFAC Coordinator  
Signature**

**Date**