

**Venue Hire Application Form**  
(Private & Confidential)

1. **Title** **Given name** **Surname**

Mr / Mrs / Ms / Miss / Other _____		
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2. **Postal Address**

	Postcode
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3. **Contact Details**

Telephone		Mobile	
Email			

4. **Business Details**

Business Name			
ABN		Type of Business	
Do you have professional Indemnity Insurance?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please provide a copy with this form.			

5. Do you require beverage (tea, coffee) services? (charges apply)  Yes  No  
If Yes, for how many people \_\_\_\_\_

6. Do you require catering services? (charges apply)  Yes  No  
We can supply contact details for caterers.

7. Do you require any of the following Audio Visual or Event Equipment? (charges apply)

Data Projector     Sound System     DVD Player     CD Player     TV     Video

Whiteboard     Yoga Mats (qty \_\_\_\_\_ )     Blankets (qty \_\_\_\_\_ )

8. Do you require chairs? Quantity \_\_\_\_\_  Yes  No

Do you require tables? Quantity \_\_\_\_\_ Small/Large  Yes  No

What room set up do you require?  Theatre Style     U-Shaped Style     Class Room Style     Other

If other please specify \_\_\_\_\_



theintuitivewell

9. Do you have any other special requirements?

If Yes, please specify \_\_\_\_\_

10. Event title? \_\_\_\_\_ Expected Participant No. \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_

Type of activity for the event? \_\_\_\_\_

What level of noise will your event involve?  High  Medium  Low  Quiet

**DECLARATION**

I the undersigned, declare that:

- 1. The information given on this application form is accurate and complete
- 2. I accept the quote provided
- 3. I have read and understood the venue hire terms & conditions (view website or request a copy from TIW)
- 4. I acknowledge that this document may remain in force for further events or bookings confirmed by me or my representative.

In signing the terms & conditions, they are binding upon you.

\_\_\_\_\_  
For and on behalf of (business name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

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**Office Use Only**

Approval Signature	
Event Room #	