

# THE ART ROOM

## Booking Application Form

Please consider your booking as tentative until receipt of confirmation email is received and deposit has been paid.

### Contact Details

Name of organisation / group or individual:

Address:

Suburb:

Postcode:

Phone:

Mobile:

E-mail address:

Contact person on the day of booking:

Mobile:

### Booking Details

Are you a not for profit group or community group?

YES:

NO:

Are you a commercial business?

YES:

NO:

Do you have an ABN number?

ABN:

Date of proposed booking:

Time of proposed booking: (incl. of setup / clean up)

Description of event / activity:

Number of people attending?

What Art Room equipment are you likely to use?

Public Liability: Please provide a copy of your Certificate of Currency with the application

Please tick here that you have read and agreed to The Art Room Conditions of hire before signing.

Signed:

Name:

Date:

**Payment :** Please EFT to the Art Room – Helen Ashley BSB: 112-879 Acct #: 49359-968

### Office Use Only

Booking approved:

Date:

Booking Number:

Confirmation E-mail sent?

Date:

Deposit:

Date:

Full payment received:

Date:

Keys returned:

Inspection complete:

Bond returned: