



ANDAMOOKA TOWN OFFICE

FACILITY & EQUIPMENT HIRE FORM

Received:

Date: / /

By:

APOMA is collecting your personal information on this form to process your request. The information will be only accessed by authorised personnel and may be given to the SA police or association's insurer if compliance with the Conditions of Hire are not met. Some information may be given to the nominated financial institution for the same purpose. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

VENUE LOCATION

Name of Venue:

Space:

HIRER DETAILS:

Hirer Name:

Contact Person:

Contact Person Ph:

Contact Person Address:

Contact Person email:

Alternative Contact Person:

Alternative Contact Ph:

FUNCTION / ACTIVITY DETAILS:

Description:

Single booking date:

Single booking time:

Short term booking date/s:

Short term booking time/s:

Regular booking day/s:

Single booking time/s:

Function / Activity Times:

Access time/s:

Other details:

Equipment required:

Alcohol to be consumed details:

Public & Products Liability:

Does your organisation have Insurance:

Yes: please submit a copy of Certificate of Currency

No: Complete casual user form (eligibility criteria applies)

Disclosure: I hereby make application for the premises/space for the day/s and time/s specified on this form. I acknowledge that I have read the APOMA Conditions of Hire. I undertake to be bound by and comply by all documents pertaining to this hire in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with these Conditions. In making this application, I confirm that all information provided is true and correct and I am 21 years of age or over.

Signature:

Date: